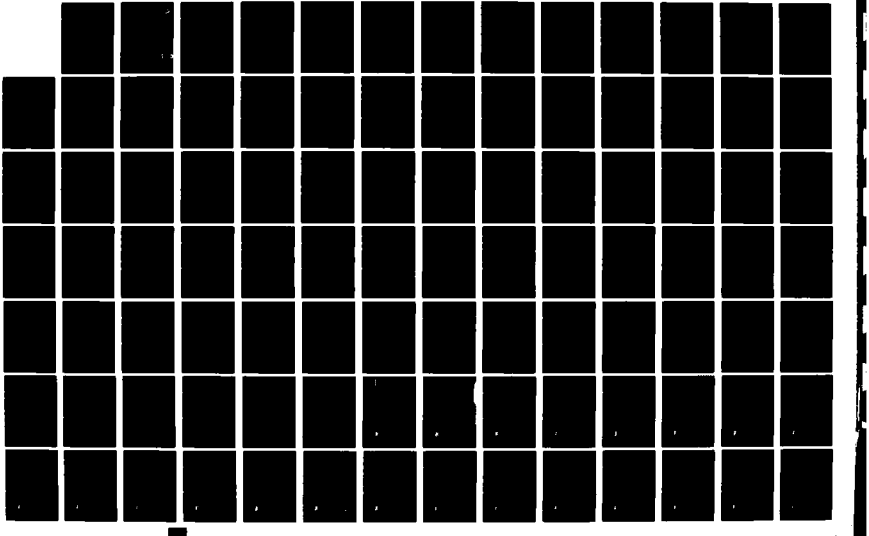
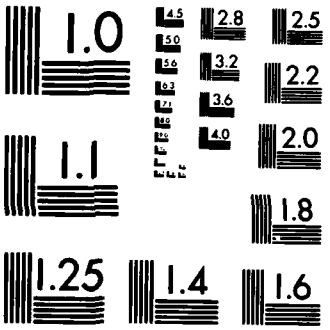
AD-A121 088 JOB LANGUAGE PERFORMANCE REQUIREMENTS FOR MOS 71L 1/2
ADMINISTRATIVE SPECIALI..(U) DEFENSE LANGUAGE INST
LACKLAND AFB TX ENGLISH LANGUAGE CENTER.. 14 JUN 79
UNCLASSIFIED F/G 5/9 NL





MICROCOPY RESOLUTION TEST CHART
NATIONAL BUREAU OF STANDARDS-1963-A

AD A121088

OCT 1982

2

JOB LANGUAGE PERFORMANCE REQUIREMENTS FOR 71L MOS ADMINISTRATIVE SPECIALIST

REFERENCE SOLDIER'S MANUAL DATED

14 June 1979

Copy available to DTIC does not permit fully legible reproduction

DTIC ELECTE S NOV 3 1982 D

82 11 01 172

DTIC FILE COPY

DISTRIBUTION STATEMENT A
Approved for public release
Distribution Unlimited

DISCLAIMER NOTICE

THIS DOCUMENT IS BEST QUALITY PRACTICABLE. THE COPY FURNISHED TO DTIC CONTAINED A SIGNIFICANT NUMBER OF PAGES WHICH DO NOT REPRODUCE LEGIBLY.

UNCLASSIFIED

SECURITY CLASSIFICATION OF THIS PAGE *(When Data Entered)*

REPORT DOCUMENTATION PAGE

READ INSTRUCTIONS BEFORE COMPLETING FORM

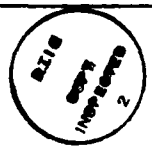
1. REPORT NUMBER	2. GOVT ACCESSION NO. AD-A121088
3. RECIPIENT'S CATALOG NUMBER	
4. TITLE *(and Subtitle)* Job Language Performance Requirements (JLPR) for Pre-BT Extended Course	5. TYPE OF REPORT & PERIOD COVERED Final
	6. PERFORMING ORG. REPORT NUMBER
7. AUTHOR(s) Defense Language Institute-English Language Center	8. CONTRACT OR GRANT NUMBER(s)
9. PERFORMING ORGANIZATION NAME AND ADDRESS Defense Language Institute-English Language Center ATTN: DLIELC-LEACA Lackland Air Force Base, TX 78236	10. PROGRAM ELEMENT, PROJECT, TASK AREA & WORK UNIT NUMBERS
11. CONTROLLING OFFICE NAME AND ADDRESS	12. REPORT DATE ~~OCT 1982~~
	13. NUMBER OF PAGES 182
14. MONITORING AGENCY NAME & ADDRESS *(if different from Controlling Office)* Training Developments Institute ATTN: ATTG-DOR Fort Monroe, VA 23651	15. SECURITY CLASS. *(of this report)* UNCLASSIFIED
	15a. DECLASSIFICATION/DOWNGRADING SCHEDULE

16. DISTRIBUTION STATEMENT *(of this Report)*

Approved for public release; distribution unlimited.

17. DISTRIBUTION STATEMENT *(of the abstract entered in Block 20, if different from Report)*

18. SUPPLEMENTARY NOTES



Accession For	
NTIS GRA&I	☒
DTIC TAB	☐
Unannounced	☐
Justification	
By	
Distribution/	
Availability Codes	
Dist	Avail and/or Special
A	23

19. KEY WORDS *(Continue on reverse side if necessary and identify by block number)*

Job Language Performance Requirements (JLPR)	Task Inventory
Lexical Analysis	Common Tasks
Structural Analysis	Listening
English Language Skills	Speaking
Task Prioritization Checklist	Reading

20. ABSTRACT *(Continue on reverse side if necessary and identify by block number)*

The Job Language Performance Requirements (JLPR) study was conducted to determine language tasks the soldier must do in studying/performing job tasks. The language skills (listening, reading, writing, speaking) required to learn each Army job task were identified, conditions studied and standards determined. The data that generated the JLPR is identified.

DD FORM 1 JAN 73 1473 EDITION OF 1 NOV 65 IS OBSOLETE

UNCLASSIFIED

SECURITY CLASSIFICATION OF THIS PAGE *(When Data Entered)*

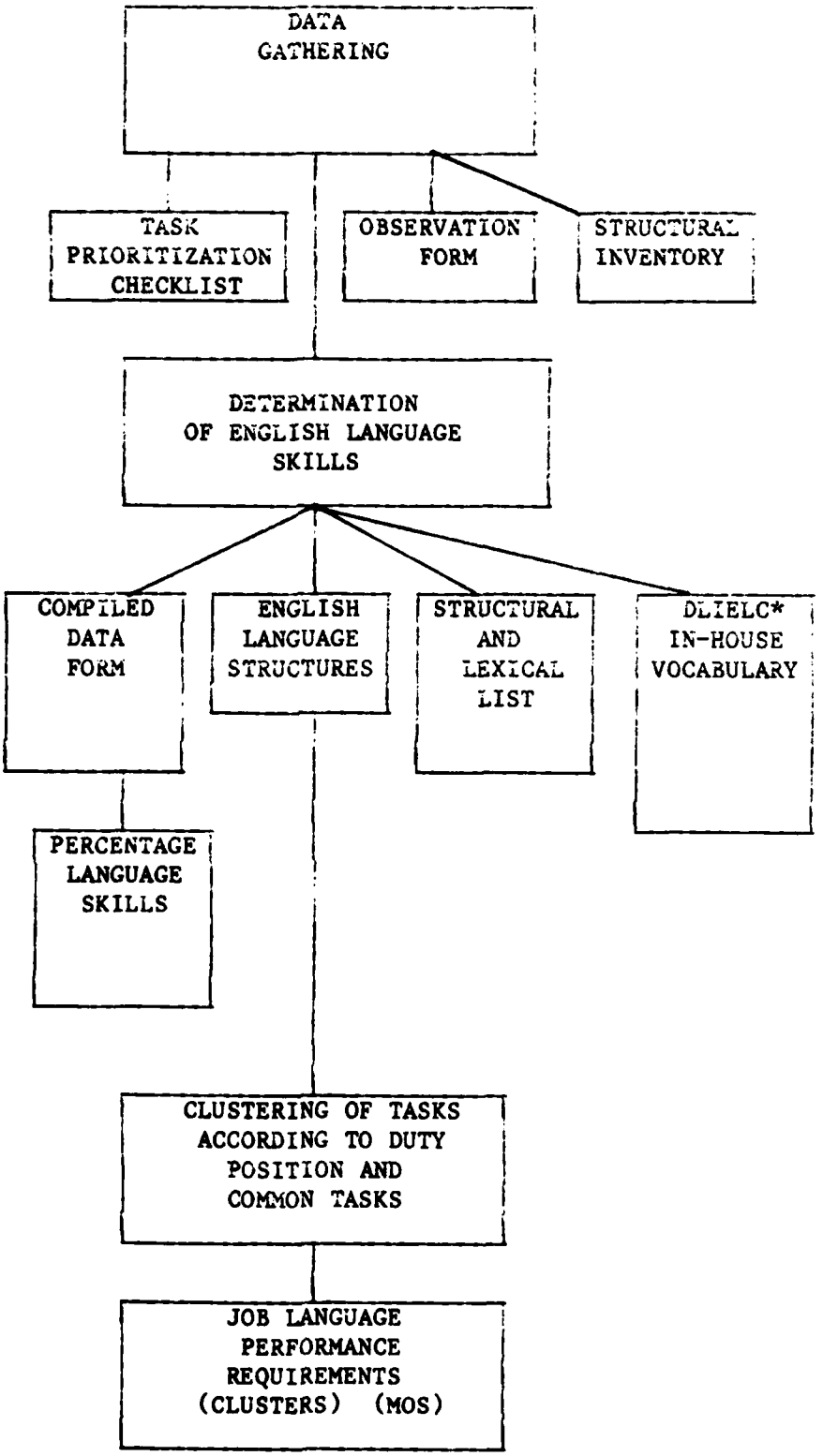


FIGURE 1

*Defense Language Institute English Language Center

PREFACE

INSTRUCTIONS FOR REVIEW OF JOB LANGUAGE PERFORMANCE REQUIREMENTS

This report is organized in six main sections. Sections I-IV discuss methods, forms and rationale for gathering, organizing and analyzing research data used to develop Job Language Performance Requirements (JLPR). Please look through these sections to get a general understanding of the background underlying the JLPR. Sections V and VI are the major substantive portions of the analysis. They are the results of the analysis and constitute the basis for development of any MOS-oriented English language materials. Section V contains the JLPR by cluster/topic, while Section VI contains the JLPR covering the entire range of clusters/topics.

The appendices, one through eight, contain all the information used to determine the Job Language Performance Requirements. Please write any suggestions or changes directly on the document or attach additional notes, if necessary.

The points covered in the six major sections are supported in greater detail in eight appendices. Below is an overview of these appendices.

Appendix one contains the Task Prioritization Checklist. It was taken to the field to collect the raw data. This form was approved for use by the Department of the Army.

Appendix two contains the Task Inventory Compiled Data Form. It was used to organize data from Unit and AIT respondents.

Appendix three defines the language skills by percentage. This form includes computations of language skills for each task cluster.

Appendix four contains the Observation Form used in the recording of types of listening and speaking skills required, as seen by observers, in the learning and performing of a task. The variety of environmental situations is also included on this form.

Appendix five contains the final list of structural and lexical items found through data gathering and organization.

Appendix six contains the DLIELC in-house vocabulary list. This is a task by task listing of the vocabulary extracted from the Soldier's Manual.

SECTION I

DATA GATHERING

INTRODUCTION

This section discusses the procedures and forms in the gathering of data used to determine the Job Language Performance Requirements for this MOS.

SECTION I: DATA GATHERING

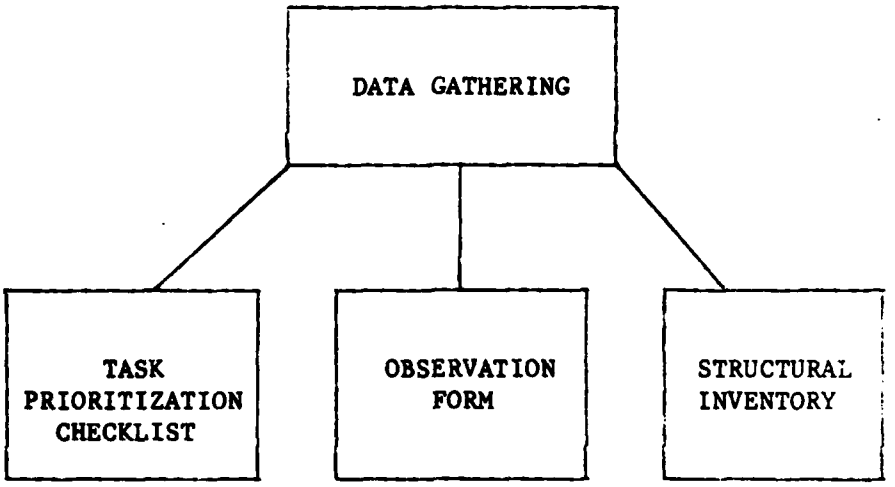


FIGURE 2

In order to establish Job Language Performance Requirements for this MOS the curriculum development specialists at the Defense Language Institute English Language Center (DLIELC) analyzed the current learning and working situations, and individual tasks. The goal was to collect data which would help identify the Job Language Performance Requirements pertinent to this MOS.

To conduct this analysis, training specialists visited the AIT School and Unit cadre. Interviews were conducted using a Task Prioritization Checklist, (Appendix 1). For each task, first-line supervisors answered the following questions:

1. Is the task taught?
2. How is the task taught?
3. Is the task tested?
4. How is the task tested?
5. How important are speaking, listening, reading and writing in learning and performing the task?
6. What are the results of poor performance in performing the task.

Additional data were gathered through use of an Observation Form and an analysis of language structures in the Soldier's Manual for this MOS.

The Observation Form (Appendix 4) was used to record actual observations of the learning situations, populations, tasks, and language.

The lexical and structural analysis was done by a panel of language specialists who first listed all structures found in the Soldier's Manual for this MOS and then all structures, standard and non-standard, noted on the Observation Forms for all vocabulary from the Soldier's Manual. All lists were then combined into an overall lexical and structural inventory.

SECTION II

DETERMINATION OF ENGLISH LANGUAGE SKILLS

INTRODUCTION

This section discusses the organization of the raw data into information used to determine the English language skills pertinent to this MOS.

SECTION II: DETERMINATION OF ENGLISH LANGUAGE SKILLS

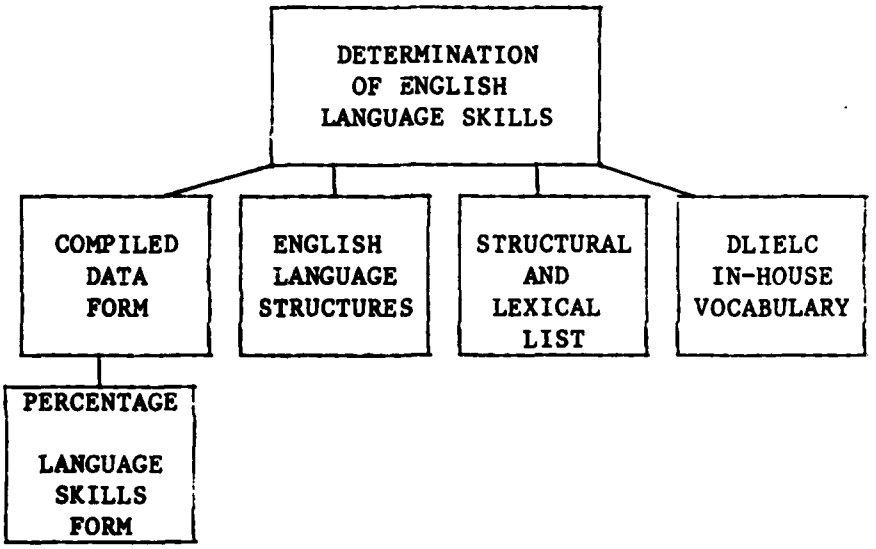


FIGURE 3

The raw data collected as described in Section II above was used to determine the English Language skills which the soldier must learn to learn and perform the task. The Compiled Data Form, Appendix 2, was used to organize the observation and analysis data. Selected information from the Task Prioritization Checklist was recorded directly on this form. Specifically three variables were used to determine the language skills involved. They were:

1. Methods of teaching.
2. Methods of testing.
3. The actual respondents' ratings of the four English language skills.

From each of the three variables the following skills were determined:

VARIABLE	ENGLISH LANGUAGE SKILLS
Methods of Teaching	
demonstration	listening,
lecture	listening, writing
hands on	listening
self-paced	reading, writing

Methods of Testing performance oral written	listening speaking writing, reading
Rating of English Language Skills listening speaking reading writing	*a response of 2 or 3 on a scale of 1 to 3 was tallied a response of 1, 2, or 3 on a scale of 1 to 5 was tallied

*See A1

In order to determine the relations of the various skills in the MOS, data from the three variables were tallied on the Percentage Language Skills Form. An average was then found using the following formula:

$$TR \div TxVxR = \% \text{ of use}$$

T = total number of tasks per cluster

V = language skill variable per cluster**

R = maximum number of respondents in any task in that cluster

TR = total tally of responses per task per skill

% of use = use of the language skill in the task

Percentages found in this MOS were:

Listening	47%
Speaking	20%
Reading	26%
Writing	25%

As shown by the figures, listening is the most important skill in this MOS. However, in particular duty sections, percentages varied. Appendix 3, the Percentage Language Skills Form, shows the actual skill percentages in each duty position.

**See A3

Organization of structural and lexical items was done by comparing a structural and lexical list extracted from the Soldier's Manual with a structural inventory list extracted from ALC (American Language Center) materials through Volume 2400, at the end of which a trainee is normally qualified for Specialized English Technial Terminology training. By comparing the lists redundancies were eliminated, leaving the final list of structural and lexical items indicated by grammatical title in Appendix 5.

SUMMARY/CONCLUSION:

Organization of the data included the recording of responses on the Task Inventory Compiled Data Form, use of the Percentage Language Skills Form, and the DLIELC in-house structural analysis list. Skills were analyzed by duty section. The actual lexical items in this MOS were grouped and listed task by task. This information was then used to determine the specific Job Language Performance Requirements.

SECTION III

CLUSTERING OF COMMON AND DUTY POSITION TASKS

INTRODUCTION

Due to the overlapping of certain elements among the various MOS, tasks were clustered in order to prevent duplication of effort for each MOS.

This section contains a listing of the clusters for this MOS.

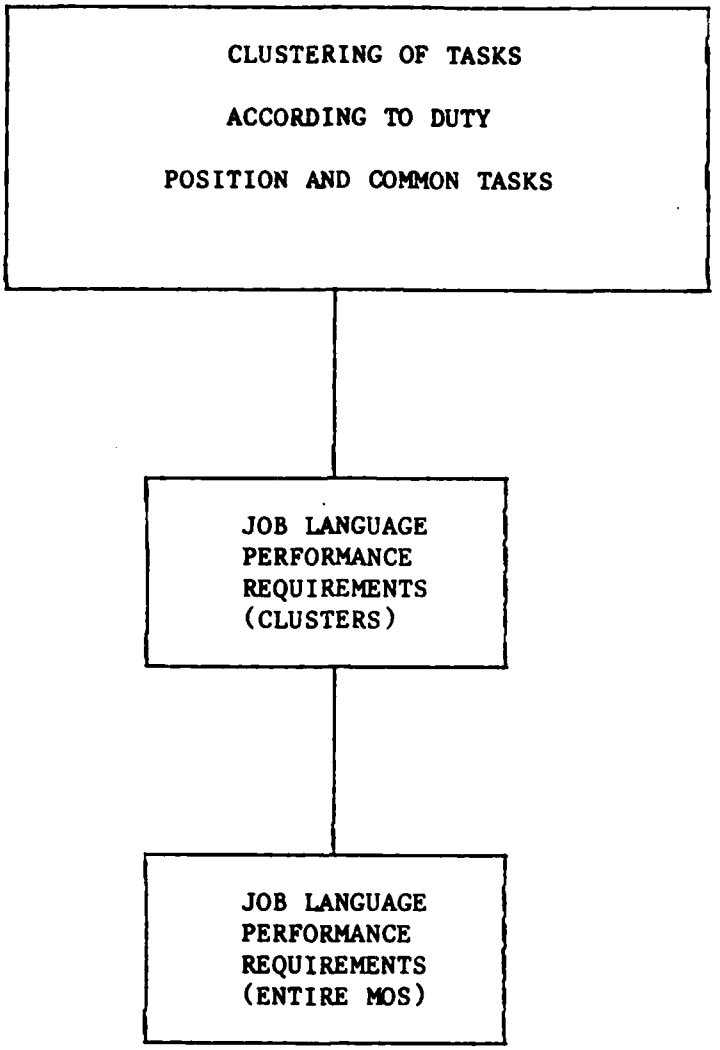

CLUSTERING OF TASKS
ACCORDING TO DUTY
POSITION AND COMMON TASKS
JOB LANGUAGE
PERFORMANCE
REQUIREMENTS
(CLUSTERS)
JOB LANGUAGE
PERFORMANCE
REQUIREMENTS
(ENTIRE MOS)

FIGURE 4

SECTION III: CLUSTERING OF COMMON AND DUTY POSITION TASKS

Clustering was done by using the common and duty position tasks in the Soldier's Manual.

The following clusters are in this MOS:

1. FIRST AID
2. NUCLEAR, BIOLOGICAL AND CHEMICAL OPERATIONS
3. INDIVIDUAL FITNESS
4. SECURITY AND INTELLIGENCE
5. M16A1 RIFLE
6. LAND NAVIGATION
7. GRENADES
8. LEADERSHIP
9. COMMON ADMINISTRATIVE TECHNICAL TASKS
10. TECHNICAL TASKS (ALL DUTY POSITIONS)
11. TECHNICAL TASKS (ASI F5)

SECTION IV

JOB LANGUAGE PERFORMANCE REQUIREMENTS

INTRODUCTION

This section discusses the format for the Job Language Performance Requirements.

SECTION IV: JOB LANGUAGE PERFORMANCE REQUIREMENTS

The format for the Job Language Performance Requirements is:

TASK:
CONDITION:
STANDARD:

A. TASK

The Job Language Performance Requirements state the language tasks the soldier must do in studying/performing specific MOS job tasks. A task addressing language would be one of reading, listening, speaking or writing. Job tasks, as seen in the Soldier's Manual, are those which pertain to the soldiers duties. To write these as language tasks required the following explanations of what the soldier would speak, read, listen and write. Below are the kinds of explanations that had to be made in this MOS.

SPEAKING

Produces oral utterances to report/inform/explain/elicit response/respond.

Analysis of this MOS indicates verbal reports entailing those activities directly related to the soldiers job tasks.

The speaking act to respond or elicit response in this MOS is an oral response to a command or visual signal.

Speaking to explain involves situations of instruction in any training situation.

Speaking to inform involves producing oral utterances to communicate necessary information.

READING

Read for information/to learn.

Printed and written materials are used throughout this MOS. The soldier is expected to read technical manuals, fields manuals, soldier's manual, written communication and audio-visual aids. Content of these materials is presented in formats and styles ranging from simple factual words or sentences to complex passages containing highly technical vocabulary, often with ellipsis. The purpose is to teach the student, so the student reads them to learn. Reading to learn involves reading names, attributes, information, procedures, explanations of how systems work, concepts, vocabulary terms, and definitions which are committed to short or long term memory for immediate or later recognition.

C. STANDARDS

The standard for our purpose is 100%. A standard for understanding or speaking cannot be tested as saying the soldier will disassemble a .45 caliber pistol in eight minutes. Because of this, 100% understandable speech or 100% legibility is used as a reference.

SUMMARY/CONCLUSION:

The Job Language Performance Requirements including tasks, conditions, and standards, were first written for each task cluster. The clusters were then combined into the Job Language Performance Requirements for the entire MOS.

SECTION V

JOB LANGUAGE PERFORMANCE REQUIREMENTS (CLUSTERED)

INTRODUCTION

Sections I, II, III, and IV described how Job Language Performance Requirements were identified and constructed.

This section contains the Job Language Performance Requirements for each task cluster pertinent to this MOS.

FIRST AID

I. PERCENTAGE LANGUAGE SKILLS

Listening	59%
Speaking	28%
Reading	24%
Writing	27%

II. JOB LANGUAGE PERFORMANCE REQUIREMENTS

TASK:	Listen to learn
CONDITIONS:	Given oral instructions in any training situation (Appendix 4), using standard and non-standard structural and lexical items (Appendices 5 & 7)
STANDARDS:	100% understanding of oral communication
TASK:	Listen to respond
CONDITIONS:	Given a medical scenario involving simple questions about an illness in any training situation (Appendix 4), using standard and non-standard structural and lexical items (Appendices 5 & 7)
STANDARDS:	100% understanding of oral utterances
TASK:	Produce oral utterances to explain
CONDITIONS:	Given a simple medical scenario requiring an oral interpretation in any training situation (Appendix 4), using standard and non-standard structural and lexical items (Appendices 5 & 7)
STANDARDS:	100% understandable oral communication
TASK:	Produce appropriate oral responses spontaneously or upon request
CONDITIONS:	Given any verbal stimulus in the form of questions, scenarios or instructions in any training situation (Appendix 4), using standard and non-standard structural and lexical items (Appendices 5 & 7)
STANDARDS:	100% understandable oral responses
TASK:	Read for information
CONDITIONS:	Given printed MOS training materials in the form of captioned illustrations, procedures, tables and explanations
STANDARDS:	100% understanding of printed content
TASK:	Write to inform
CONDITIONS:	Given a requirement to write in any training situation (Appendix 4), using standard and non-standard structural and lexical items (Appendices 5 & 7)
STANDARDS:	100% understandable and legible written content

III. TASK NUMBERS AND TITLES

081-831-1004	Perform mouth-to-mouth resuscitation and external cardiac massage
081-831-1005	Stop bleeding
081-831-1006	Identify signs and treat for shock

I. PERCENTAGE LANGUAGE SKILLS

Listening	62%
Speaking	29%
Reading	18%
Writing	21%

II. JOB LANGUAGE PERFORMANCE REQUIREMENTS

TASK:	Listen to learn
CONDITIONS:	Given oral instructions in any training situation (Appendix 4), using standard and non-standard structural and lexical items (Appendices 5 & 7)
STANDARDS:	100% understanding of oral communication
TASK:	Listen to perform
CONDITIONS:	Given oral warnings or verbal commands regarding simulated NBC situations (scenarios) in any training situation (Appendix 4), using standard and non-standard structural and lexical items (Appendices 5 & 7)
STANDARDS:	100% understanding of oral utterances
TASK:	Produce appropriate oral responses spontaneously or upon request
CONDITIONS:	Given any verbal stimulus in the form of questions, scenarios or instructions in any training situation (Appendix 4), using standard and non-standard structural and lexical items (Appendices 5 & 7)
STANDARDS:	100% understandable oral responses
TASK:	Produce oral utterances to inform and respond
CONDITIONS:	Given NBC situations requiring oral alarms
STANDARDS:	100% understandable oral utterances
TASK:	Read to learn
CONDITIONS:	Given printed MOS training materials in the form of procedures, captioned illustrations and notations defined as explanations
STANDARDS:	100% understanding of printed content
TASK:	Read for information
CONDITIONS:	Given printed MOS training materials in the form of procedures, captioned illustrations and notations defined as explanations
STANDARDS:	100% understanding of printed material

III. TASK NUMBERS AND TITLES

031-503-1002 Put on and wear a protective mask

I. PERCENTAGE LANGUAGE SKILLS

Listening	50%
Speaking	10%
Reading	11%
Writing	11%

II. JOB LANGUAGE PERFORMANCE REQUIREMENTS

TASK: Listen to learn and perform
CONDITIONS: Given oral instructions or verbal commands in any training situation (Appendix 4), using standard and non-standard structural and lexical items (Appendices 5 & 7)
STANDARDS: 100% understanding of oral communication

TASK: Produce appropriate oral responses spontaneously or upon request
CONDITIONS: Given any verbal stimulus in the form of questions, scenarios or instructions in any training situation (Appendix 4), using standard and non-standard structural and lexical items (Appendices 5 & 7)
STANDARDS: 100% understandable oral responses

TASK: Produce oral utterances to inform and respond
CONDITIONS: Given a requirement to produce a verbal report in any training situation (Appendix 4), using standard and non-standard structural and lexical items (Appendices 5 & 7)
STANDARDS: 100% understandable oral utterances

TASK: Read for information
CONDITIONS: Given printed MOS training materials in the form of procedures, manuals, charts, captioned illustrations and explanations
STANDARDS: 100% understanding of printed content

III. TASK NUMBERS AND TITLES

071-327-0201 Maintain individual physical fitness appropriate to unit mission

I. PERCENTAGE LANGUAGE SKILLS

Listening	42%
Speaking	32%
Reading	19%
Writing	24%

II. JOB LANGUAGE PERFORMANCE REQUIREMENTS

TASK:	Listen to learn and perform
CONDITIONS:	Given oral instructions in any training situation (Appendix 4), using standard and non-standard structural and lexical items (Appendices 5 & 7)
STANDARDS:	100% understanding of oral communication
TASK:	Listen to orally interact
CONDITIONS:	Given oral challenges, passwords and scenarios in any training situation (Appendix 4), using standard and non-standard structural and lexical items (Appendices 5 & 7)
STANDARDS:	100% understanding of oral information
TASK:	Produce appropriate oral responses spontaneously or upon request
CONDITIONS:	Given any verbal stimulus in the form of questions, scenarios or instructions in any training situation (Appendix 4), using standard and non-standard structural and lexical items (Appendices 5 & 7)
STANDARDS:	100% understandable oral responses
TASK:	Produce spontaneous oral utterances to interact
CONDITIONS:	Given the requirement to orally respond to challenges, passwords and security situations in any training situation (Appendix 4), using standard and non-standard structural and lexical items (Appendices 5 & 7)
STANDARDS:	100% understandable oral utterances
TASK:	Read to learn
CONDITIONS:	Given printed MOS training materials in the form of procedures, tables and warnings
STANDARDS:	100% understanding of printed content

III. TASK NUMBERS AND TITLES

071-331-0801	Use challenge and password
071-331-0851	Enforce noise, light and litter discipline

I. PERCENTAGE LANGUAGE SKILLS

Listening	67%
Speaking	11%
Reading	11%
Writing	11%

II. JOB LANGUAGE PERFORMANCE REQUIREMENTS

TASK:	Listen to learn and perform
CONDITIONS:	Given oral instructions or verbal commands in any training situation (Appendix 4), using standard and non-standard structural and lexical items (Appendices 5 & 7)
STANDARDS:	100% understanding of oral communication
TASK:	Produce appropriate oral responses spontaneously or upon request
CONDITIONS:	Given any verbal stimulus in the form of questions, scenarios or instructions in any training situation (Appendix 4), using standard and non-standard structural and lexical items (Appendices 5 & 7)
STANDARDS:	100% understandable oral responses
TASK:	Produce oral utterances to inform and respond
CONDITIONS:	Given a requirement to make a verbal report in any training situation (Appendix 4), using standard and non-standard structural and lexical items (Appendices 5 & 7)
STANDARDS:	100% understandable oral utterances
TASK:	Read to learn
CONDITIONS:	Given printed MOS training materials in the form of procedures, captioned illustrations, warnings and references
STANDARDS:	100% understanding of printed content
TASK:	Read for information
CONDITIONS:	Given printed MOS training materials in the form of a range card
STANDARDS:	100% understanding of printed content
TASK:	Write to record
CONDITIONS:	Given a requirement to complete a range card
STANDARDS:	100% understandable and legible written content

III. TASK NUMBERS AND TITLES

071-311-2007 Engage targets with an M16A1 rifle

I. PERCENTAGE LANGUAGE SKILLS

Listening	44%
Speaking	27%
Reading	33%
Writing	27%

II. JOB LANGUAGE PERFORMANCE REQUIREMENTS

TASK:	Listen to learn and perform
CONDITIONS:	Given oral instructions in any training situation (Appendix 4), using standard and non-standard structural and lexical items (Appendices 5 & 7)
STANDARDS:	100% understanding of oral communication
TASK:	Produce appropriate oral responses spontaneously or upon request
CONDITIONS:	Given any verbal stimulus in the form of questions, scenarios or instructions in any training situation (Appendix 4), using standard and non-standard structural and lexical items (Appendices 5 & 7)
STANDARDS:	100% understandable oral responses
TASK:	Produce oral utterances to inform and respond
CONDITIONS:	Given a requirement to produce a verbal report in any training situation (Appendix 4), using standard and non-standard structural and lexical items (Appendices 5 & 7)
STANDARDS:	100% understandable oral utterances
TASK:	Read for information
CONDITIONS:	Given printed MOS training materials in the form of marked maps, definitions, captioned illustrations, instructions and procedures
STANDARDS:	100% understanding of printed content
TASK:	Write to record
CONDITIONS:	Given a requirement to record the grid reference
STANDARDS:	100% legible written content

III. TASK NUMBERS AND TITLES

071-329-1005 Determine a location on the ground

I. PERCENTAGE LANGUAGE SKILLS

Listening	41%
Speaking	13%
Reading	9%
Writing	10%

II. JOB LANGUAGE PERFORMANCE REQUIREMENTS

TASK: Listen to learn and perform
CONDITIONS: Given oral instructions or verbal comments in any training situation (Appendix 4), using standard and non-standard structural and lexical items (Appendices 5 & 7)
STANDARDS: 100% understanding of oral communication

TASK: Listen for information
CONDITIONS: Given oral instructions to perform tasks or skills assignments in any training situation (Appendix 4), using standard and non-standard structural and lexical items (Appendices 5 & 7)
STANDARDS: 100% understanding of oral information

TASK: Produce appropriate oral responses spontaneously or upon request
CONDITIONS: Given any verbal stimulus in the form of questions, scenarios or instructions in any training situation (Appendix 4), using standard and non-standard structural and lexical items (Appendices 5 & 7)
STANDARDS: 100% understandable oral responses

TASK: Produce oral utterances to inform and respond
CONDITIONS: Given a requirement to produce a verbal report in any training situation (Appendix 4), using standard and non-standard structural and lexical items (Appendices 5 & 7)
STANDARDS: 100% understandable oral utterances

TASK: Read to learn
CONDITIONS: Given printed MOS training materials in the form of warnings, procedures, definitions, captioned illustrations and references
STANDARDS: 100% understanding of printed content

III. TASK NUMBERS AND TITLES

071-314-2104	Engage targets with an M203 grenade launcher and apply immediate action to reduce a stoppage
071-325-4402	Engage enemy targets with hand grenades

I. PERCENTAGE LANGUAGE SKILLS

Listening	36%
Speaking	11%
Reading	37%
Writing	37%

II. JOB LANGUAGE PERFORMANCE REQUIREMENTS

TASK:	Listen to learn
CONDITIONS:	Given oral instructions in any training situation (Appendix 4), using standard and non-standard structural and lexical items (Appendices 5 & 7)
STANDARDS:	100% understanding of oral communication
TASK:	Produce appropriate oral responses spontaneously or upon request
CONDITIONS:	Given any verbal stimulus in the form of questions, scenarios or instructions in any training situation (Appendix 4), using standard and non-standard structural and lexical items (Appendices 5 & 7)
STANDARDS:	100% understandable oral responses
TASK:	Read for information
CONDITIONS:	Given printed MOS training materials in the form of instructions and procedures
STANDARDS:	100% understanding of printed content
TASK:	Write to record and report
CONDITIONS:	Given the requirement to complete forms and produce written reports
STANDARDS:	100% understandable and legible written content
TASK:	Write to inform
CONDITIONS:	Given the requirement to write in any training situation (Appendix 4), using standard and non-standard structural and lexical items (Appendices 5 & 7)
STANDARDS:	100% understandable and legible written content

III. TASK NUMBERS AND TITLES

121-030-2501	Prepare the rater's section of an Enlisted Evaluation Report (EER)

COMMON ADMINISTRATIVE TECHNICAL TASKS

I. PERCENTAGE LANGUAGE SKILLS

Listening	49%
Speaking	20
Reading	53%
Writing	46%

II. JOB LANGUAGE PERFORMANCE REQUIREMENTS

TASK: Listen to learn
CONDITIONS: Given oral instructions in any training situation (Appendix 4), using standard and non-standard structural and lexical items (Appendices 5 & 7)
STANDARDS: 100% understanding of oral communication

TASK: Produce appropriate oral responses spontaneously or upon request
CONDITIONS: Given any verbal stimulus in the form of questions, scenarios or instructions in any training situation (Appendix 4), using standard and non-standard structural and lexical items (Appendices 5 & 7)
STANDARDS: 100% understandable oral responses

TASK: Read to learn
CONDITIONS: Given printed MOS training materials in the form of procedures, descriptions, tables and SOPs
STANDARDS: 100% understanding of printed content

TASK: Read for information
CONDITIONS: Given printed MOS training materials in the form of intructions, charts, tables, captioned illustrations, explanations and procedures
STANDARDS: 100% understanding of printed content

TASK: Write to record and report
CONDITIONS: Given the requirement to complete forms and make written reports
STANDARDS: 100% understandable and legible written content

TASK: Write to inform
CONDITIONS: Given the requirement to write in any training situation (Appendix 4), using standard and non-standard structural and lexical items (Appendices 5 & 7)
STANDARDS: 100% understandable and legible written content

III. TASK NUMBERS AND TITLES

121-004-1207	Prepare a Requisition for Publications and/or Blank Forms using AUTODIN (DA Form 4569)
121-004-1415	Post regulations and directives

121-004-1223	Route incoming correspondence
121-004-1224	Dispatch outgoing correspondence
121-004-1227	Establish functional files
121-004-1228	File documents/correspondence
121-004-1233	Assemble correspondence
121-004-1234	Process official accountable mail

I. PERCENTAGE LANGUAGE SKILLS

Listening	52%
Speaking	24%
Reading	48%
Writing	40%

II. JOB LANGUAGE PERFORMANCE REQUIREMENTS

TASK: Listen to learn and perform
CONDITIONS: Given oral instructions or verbal commands in any training situation (Appendix 4), using standard and non-standard structural and lexical items (Appendices 5 & 7)
STANDARDS: 100% understanding of oral communication

TASK: Produce appropriate oral responses spontaneously or upon request
CONDITIONS: Given any verbal stimulus in the form of questions, scenarios or instructions in any training situation (Appendix 4), using standard and non-standard structural and lexical items (Appendices 5 & 7)
STANDARDS: 100% understandable oral responses

TASK: Produce oral utterances to inform and respond
CONDITIONS: Given a requirement to make a verbal report in any training situation (Appendix 4), using standard and non-standard structural and lexical items (Appendices 5 & 7)
STANDARDS: 100% understandable oral utterances

TASK: Read to learn
CONDITIONS: Given printed MOS training materials in the form of procedures, descriptions, tables and SOPs
STANDARDS: 100% understanding of printed content

TASK: Read to edit
CONDITIONS: Given handwritten or printed military correspondence
STANDARDS: 100% recognition of errors

TASK: Writen to record and report
CONDITIONS: Given the requirement to complete forms and produce written reports
STANDARDS: 100% understandable and legible written content

TASK: Write to inform
CONDITIONS: Given a requirement to write in any training situation (Appendix 4), using standard and non-standard structural and lexical items (Appendices 5 & 7)
STANDARDS: 100% understandable and legible written content

III. TASK NUMBERS AND TITLES

121-004-1201 Type a basic comment to a Disposition Form (DA Form 2496)

121-004-1202	Type a military letter
121-004-1203	Type a nonmilitary letter
121-004-1204	Type an indorsement to a military letter
121-004-1205	Type a Joint Messageform (DD Form 173)
121-004-1206	Type military orders
121-004-1216	Type a memorandum
121-004-1417	Receipt/control classified material
121-004-1418	Transfer Classified Material
121-004-1230	Type a second or subsequent comment to a Disposition Form
121-004-1232	Type straight copy material

I. PERCENTAGE LANGUAGE SKILLS

Listening	20%
Speaking	11%
Reading	20%
Writing	17%

II. JOB LANGUAGE PERFORMANCE REQUIREMENTS

TASK:	Listen to learn and perform
CONDITIONS:	Given oral instructions or verbal commands in any training situation (Appendix 4), using standard and non-standard structural and lexical items (Appendices 5 & 7)
STANDARDS:	100% understanding of oral communication
TASK:	Produce appropriate oral responses spontaneously or upon request
CONDITIONS:	Given any verbal stimulus in the form of questions, scenarios or instructions in any training situation (Appendix 4), using standard and non-standard structural and lexical items (Appendices 5 & 7)
STANDARDS:	100% understandable oral responses
TASK:	Produce spontaneous oral utterances to interact
CONDITIONS:	Given the requirement to orally respond in any training situation (Appendix 4), using standard and non-standard structural and lexical items (Appendices 5 & 7)
STANDARDS:	100% understandable oral utterances
TASK:	Read to learn
CONDITIONS:	Given printed MOS training materials in the form of procedures, descriptions, tables and SOPs
STANDARDS:	100% understanding of printed content
TASK:	Read for information
CONDITIONS:	Given printed MOS training materials in the form of instructions, charts, tables, explanations and procedures
STANDARDS:	100% understanding of printed content
TASK:	Write to record and report
CONDITIONS:	Given the requirement to complete forms and make written reports
STANDARDS:	100% understandable and legible written content

III. TASK NUMBERS AND TITLES

121-005-1201	Accept First Class Mail at Postal Finance Window
121-005-1202	Accept Ordinary Domestic Transient Second Class Mail at Postal Finance Window
121-005-1203	Accept Third Class Mail at Postal Finance Window
121-005-1204	Accept Fourth Class Mail at Postal Finance Window

121-005-1205	Accept Certified Mail at [illegible]
121-005-1206	Accept Insured Mail at [illegible]
121-005-1207	Accept Registered Mail at [illegible]
121-005-1208	Accept International Letters/[illegible] Finance Window
121-005-1209	Accept International Printed [illegible] Window
121-005-1210	Accept International [illegible] Window
121-005-1211	Accept International [illegible]
121-005-1212	Maintain Fixed Credit
121-005-1213	Issue Domestic Money Orders at [illegible]
121-005-1214	Cash Domestic Postal Money Orders [illegible]
121-005-1215	Prepare Money Order Report
121-005-1216	Process Accountable Mail
121-005-1217	Process Locator Mail
121-005-1218	Dispatch Mail

SECTION VI

JOB LANGUAGE PERFORMANCE REQUIREMENTS (Entire MOS)

INTRODUCTION

This section contains language tasks for each generic skill for this MOS. Listed below each task are the types of receptive or productive language activity involved.

LISTENING

TASK: Understand oral language intended to inform or instruct.

CONDITIONS: Given explanations, procedures, rules, instructions or definitions in simple to complex lexicon and syntax, formal or informal registers, casual or colloquial speech, military jargon, slang or dialectical speech in any training situation. (Appendices 4, 5 & 6)

STANDARDS: 100% understanding and assimilation of presented oral language task.

The following are specific conditions found in this language task:
Warnings
Described situations
Directions
Lectures
Commands, Orders
Sound tracks (films, tapes)
Standard/Non-standard English
Instructions
SQT questions

TASK: Understand spontaneous oral language or language via a technical medium - such as a radio telephone - intended to inform and elicit responses.

CONDITIONS: Given scenarios, questions, commands or requests in simple to complex lexicon and syntax, formal or informal registers, casual or colloquial speech, military jargon, slang or dialectical speech in any training situation. (Appendices 4, 5, & 6)

STANDARDS: 100% understanding and assimilation of oral language in order to apply and respond.

The following are specific conditions found in this language task:
Shouting
Radio communications
Coded messages
Spellings
Conversation
Requests

READING

TASK: Read MOS training in the form of printed prose or graphic representations in order to learn processes, concepts, vocabulary, definitions and identifications, to calculate problems, intercept codes and complete forms.

CONDITIONS: Given technical, non-technical, lexical and structural features in simple to complex printed form in any training situation. (Appendices 4, 5 & 6)

STANDARDS: 100% understanding of printed content.

The following are specific conditions found in this language task:
Captions with illustrations.

Lists
Procedures
Information
Definitions
Outlines
Signs
Markers
References
Rules
Maps
Flags
Military Documents
I.D. Papers
Regulations
Extracts
Columns
Indices
Charts
Methods
Technical Vocabulary
Standard Operating Procedures
Cartoons
Problems
Manuals
Graphic Training Aids

TASK: Identify, understand, and interpret written utterances pertinent to MOS training in technical or non-technical language.

CONDITIONS: Given technical, non-technical, lexical and structural features in simple to complex written form in any training situation. (Appendices 4, 5 & 6)

STANDARDS: 100% understanding of written content.

The following are specific conditions found in this language task:
Lists
Information
Descriptions
Radiation readings off dosimeter
Coordinate scales
Callsigns-suffices
Three-letter codes
Examples
Calculations
Markings
Radio communications
Range cards
Notes
Messages

APPENDICES

1. Task Prioritization Checklist
2. Task Inventory Compiled Data Forms
3. Percentage Language Skills
4. Observation Form
5. Structural/Lexical list
6. Vocabulary (DLIELC in-house)
7. Vocabulary (machine-generated)
8. English Language Structures

APPENDIX 1

TASK PRIORITIZATION CHECKLIST

This Checklist was approved by the Department of the Army in 1980.

YOUR CURRENT MOS:_____

(PRESENTLY WORKING IN)

MOS IN WHICH YOU WERE TRAINED:_____

POSITION:_____

UNIT:_____

"RATING": 1=low
2= med
3= high

IS TASK TAUGHT? YES	IS TASK TAUGHT? NO	OF: LISTENING*	OF: SPEAKING*	OF: READING*	OF: WRITING*	TAUGHT: LECTURE	TAUGHT: SELF-PACED	TAUGHT: DEMONSTRATION	TAUGHT: HANDS-ON	IS TASK TESTED? YES	IS TASK TESTED? NO	TESTED: WRITTEN	TESTED: ORAL	TESTED: PERFORMANCE	RESULTS IN DANGER TO: PERSON	RESULTS IN DANGER TO: EQUIPMENT

APPENDIX 2

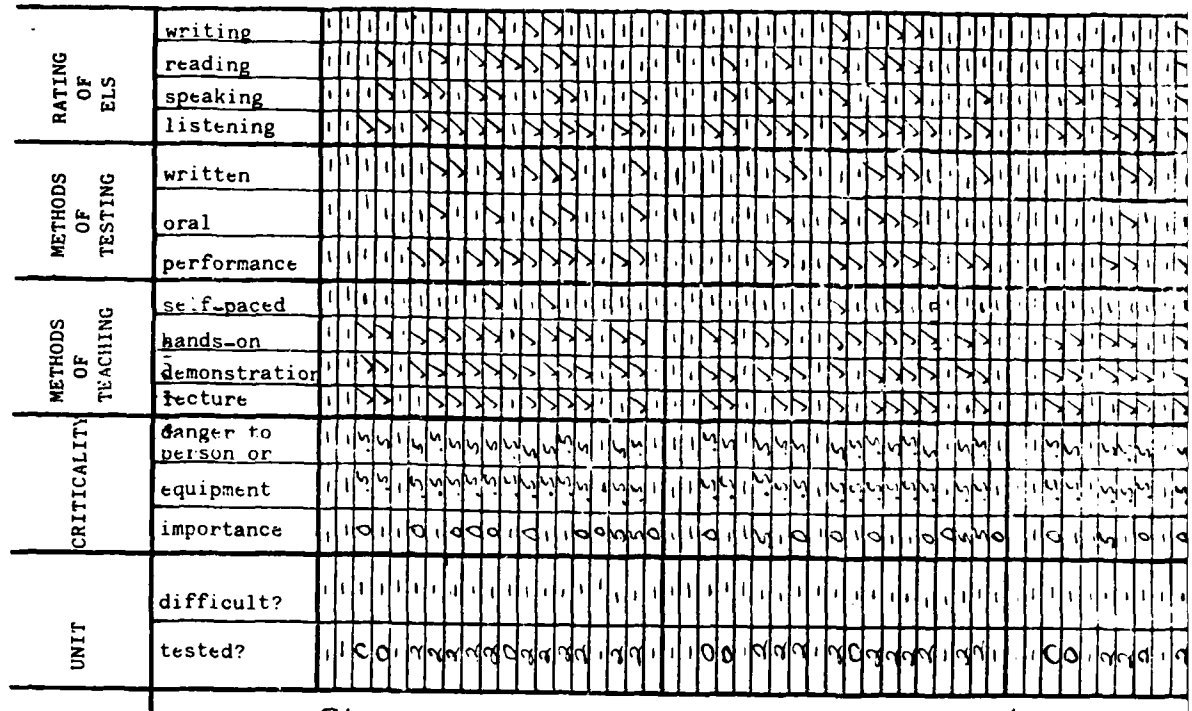
TASK INVENTORY COMPILED DATA FORM

This form was used to record data from the Task Prioritization Checklist.

PAGE 1 OF 1

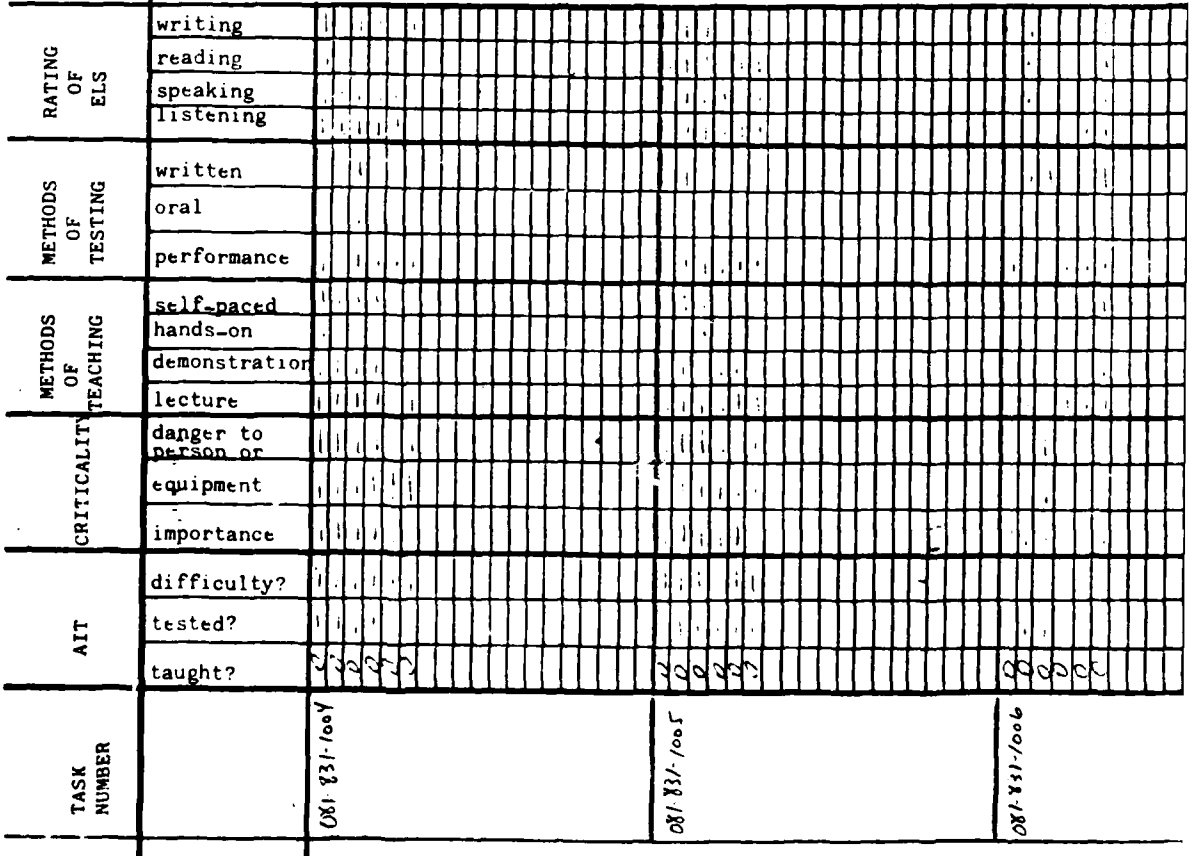
MOS 71L NUMBER OF RESPONDENTS 17

DATA OBTAINED FROM KOREA, GERMANY, FT. KNOX TRAINING SPECIALIST



MOS 71L NUMBER OF RESPONDENTS 6

DATA OBTAINED FROM FT. JACKSON TRAINING SPECIALIST



FIRST AID

PAGE 2 OF 11

MOS 111 NUMBER OF RESPONDENTS

DATA OBTAINED FROM TRAINING SPECIALIST

RATING OF ELS	writing			
	reading			
	speaking			
	listening			
METHODS OF TESTING	written			
	oral			
	performance			
METHODS OF TEACHING	self-paced			
	hands-on			
	demonstration			
	lecture			
CRITICALITY	danger to person or			
	equipment			
	importance			
UNIT	difficult?			
	tested?			

MOS NUMBER OF RESPONDENTS

DATA OBTAINED FROM TRAINING SPECIALIST

RATING OF ELS	writing			
	reading			
	speaking			
	listening			
METHODS OF TESTING	written			
	oral			
	performance			
METHODS OF TEACHING	self-paced			
	hands-on			
	demonstration			
	lecture			
CRITICALITY	danger to person or			
	equipment			
	importance			
AIT	difficulty?			
	tested?			
	taught?			
TASK NUMBER				

PAGE ___ OF ___

MOS 71L NUMBER OF RESPONDENTS ___

DATA OBTAINED FROM ___ TRAINING SPECIALIST ___

| | | |

PAGE 4 OF 11

MOS 11L NUMBER OF RESPONDENTS

DATA OBTAINED FROM TRAINING SPECIALIST

		TASK NUMBER	071-311-2007	071-314-2101	071-325-4402
RATING OF ELS	writing				
	reading				
	speaking				
	listening				
METHODS OF TESTING	written				
	oral				
	performance				
METHODS OF TEACHING	self-paced				
	hands-on				
	demonstration				
	lecture				
CRITICALITY	danger to person or				
	equipment				
	importance				
UNIT	difficult?				
	tested?				

MOS NUMBER OF RESPONDENTS

DATA OBTAINED FROM TRAINING SPECIALIST

		TASK NUMBER			
RATING OF ELS	writing				
	reading				
	speaking				
	listening				
METHODS OF TESTING	written				
	oral				
	performance				
METHODS OF TEACHING	self-paced				
	hands-on				
	demonstration				
	lecture				
CRITICALITY	danger to person or				
	equipment				
	importance				
AIT	difficulty?				
	tested?				
	taught?				

Grenadiers

M16A1 Rifle

PAGE 5 OF 12

MOS 71L NUMBER OF RESPONDENTS

DATA OBTAINED FROM TRAINING SPECIALIST

RATING OF ELS	writing			
	reading			
	speaking			
	listening			
METHODS OF TESTING	written			
	oral			
	performance			
METHODS OF TEACHING	self-paced			
	hands-on			
	demonstration			
	lecture			
CRITICALITY	danger to person or			
	equipment			
	importance			
UNIT	difficult?			
	tested?			

MOS NUMBER OF RESPONDENTS

DATA OBTAINED FROM TRAINING SPECIALIST

RATING OF ELS	writing			
	reading			
	speaking			
	listening			
METHODS OF TESTING	written			
	oral			
	performance			
METHODS OF TEACHING	self-paced			
	hands-on			
	demonstration			
	lecture			
CRITICALITY	danger to person or			
	equipment			
	importance			
AIT	difficulty?			
	tested?			
	taught?			
TASK NUMBER		GUIDANCE	121-030-2501	121-000-1207

COMMAND ADMINISTRATIVE TASKS LEADERSHIP

PAGE 10 OF 11

MOS 71C NUMBER OF RESPONDENTS

DATA OBTAINED FROM TRAINING SPECIALIST

RATING OF ELS	writing	
	reading	
	speaking	
	listening	
METHODS OF TESTING	written	
	oral	
	performance	
METHODS OF TEACHING	self-paced	
	hands-on	
	demonstration	
	lecture	
CRITICALITY	danger to person or	
	equipment	
	importance	
UNIT	difficult?	
	tested?	

MOS NUMBER OF RESPONDENTS

DATA OBTAINED FROM TRAINING SPECIALIST

RATING OF ELS	writing	
	reading	
	speaking	
	listening	
METHODS OF TESTING	written	
	oral	
	performance	
METHODS OF TEACHING	self-paced	
	hands-on	
	demonstration	
	lecture	
CRITICALITY	danger to person or	
	equipment	
	importance	
AIT	difficulty?	
	tested?	
	taught?	
TASK NUMBER		121-004-1023 121-004-1424

COMMON ADMINISTRATIVE TECHNICAL TASKS

PAGE 7 OF 11

MOS 11C NUMBER OF RESPONDENTS

DATA OBTAINED FROM TRAINING SPECIALIST

		TASK NUMBER	121-004-1227	121-004-1228	121-004-1233
RATING OF ELS	writing				
	reading				
	speaking				
	listening				
METHODS OF TESTING	written				
	oral				
	performance				
METHODS OF TEACHING	self-paced				
	hands-on				
	demonstration				
	lecture				
CRITICALITY	danger to person or				
	equipment				
	importance				
UNIT	difficult?				
	tested?				

MOS NUMBER OF RESPONDENTS

DATA OBTAINED FROM TRAINING SPECIALIST

		TASK NUMBER			
RATING OF ELS	writing				
	reading				
	speaking				
	listening				
METHODS OF TESTING	written				
	oral				
	performance				
METHODS OF TEACHING	self-paced				
	hands-on				
	demonstration				
	lecture				
CRITICALITY	danger to person or				
	equipment				
	importance				
AIT	difficulty?				
	tested?				
	taught?				

NON ADMINISTRATIVE TECHNICAL TASKS

PAGE 5 OF 11

MOS 71L NUMBER OF RESPONDENTS

DATA OBTAINED FROM TRAINING SPECIALIST

RATING OF ELS	writing		
	reading		
	speaking		
	listening		
METHODS OF TESTING	written		
	oral		
	performance		
METHODS OF TEACHING	self-paced		
	hands-on		
	demonstration		
	lecture		
CRITICALITY	danger to person or		
	equipment		
	importance		
UNIT	difficult?		
	tested?	2 2 2 1 1 2 1 2 2 2 2 2 2 3 3 3 3 3 2 1 1 2 2 2 1	0 2 2 2 3 3 3 3 3 3 2 2 3 3 3

MOS NUMBER OF RESPONDENTS

DATA OBTAINED FROM TRAINING SPECIALIST

RATING OF ELS	writing		
	reading		
	speaking		
	listening		
METHODS OF TESTING	written		
	oral		
	performance		
METHODS OF TEACHING	self-paced		
	hands-on		
	demonstration		
	lecture		
CRITICALITY	danger to person or		
	equipment		
	importance		
AIT	difficulty?		
	tested?		
	taught?	0 0 0 0 0	
TASK NUMBER		121-004-1234	121-004-1201

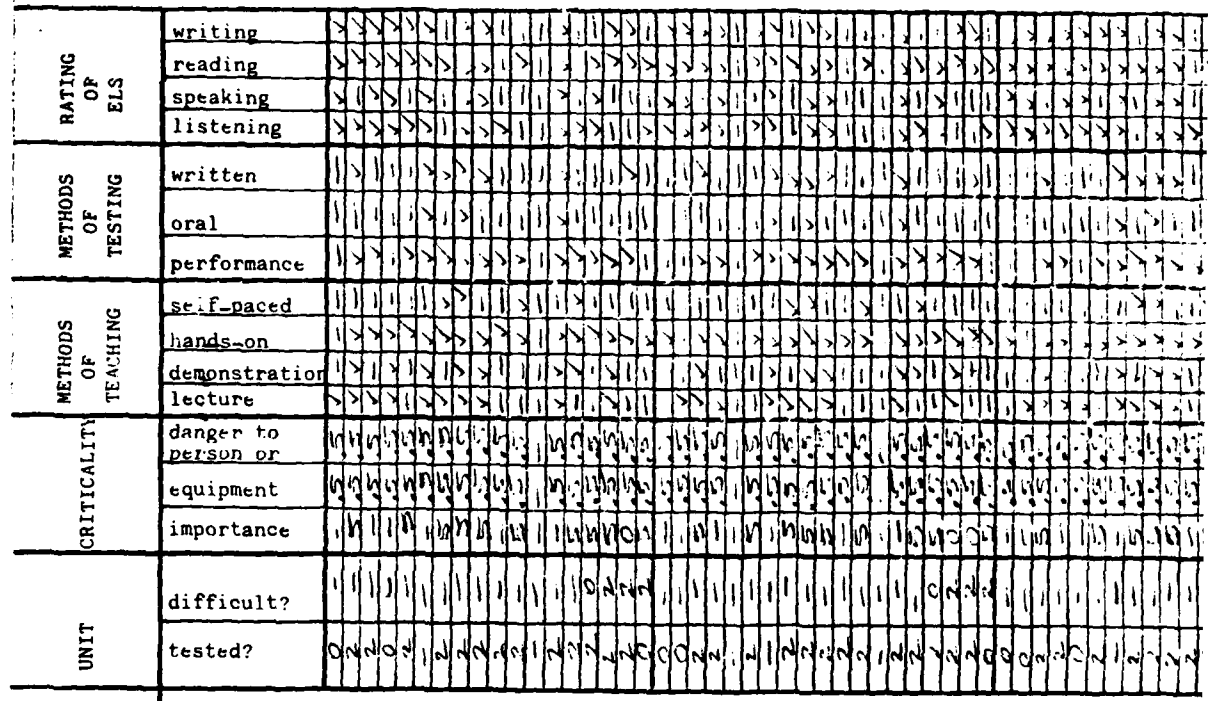
Common Administrative Tasks

Unique Tasks (Age Duty Positions)

PAGE 9 OF 17

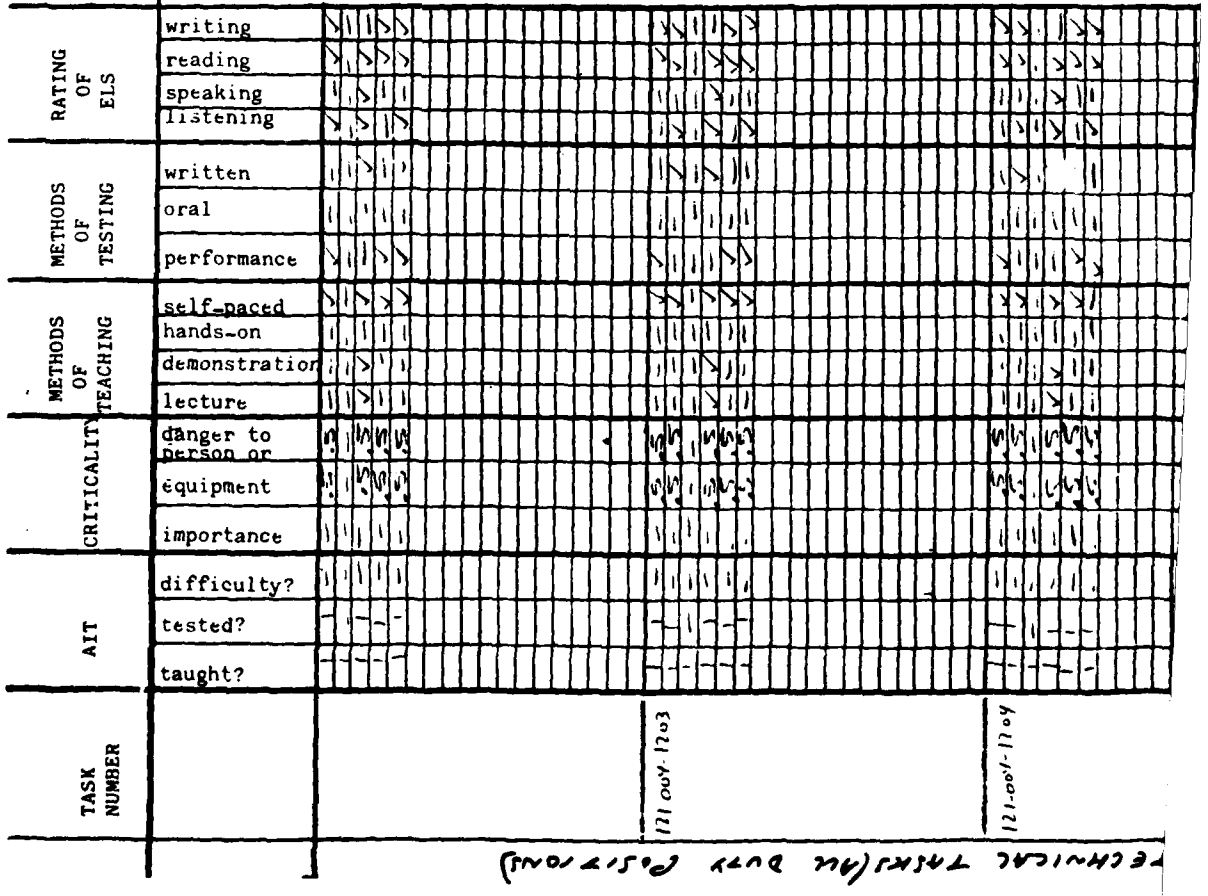
MOS 71L NUMBER OF RESPONDENTS

DATA OBTAINED FROM TRAINING SPECIALIST



MOS NUMBER OF RESPONDENTS

DATA OBTAINED FROM TRAINING SPECIALIST



TECHNICAL TASKS (MOS DUTY POSITIONS)

PAGE 10 OF 17

MOS 71L NUMBER OF RESPONDENTS

DATA OBTAINED FROM TRAINING SPECIALIST

		TASK NUMBER
RATING OF ELS	writing	
	reading	
	speaking	
	listening	
METHODS OF TESTING	written	
	oral	
	performance	
METHODS OF TEACHING	self-paced	
	hands-on	
	demonstration	
	lecture	
CRITICALITY	danger to person or	
	equipment	
	importance	
UNIT	difficult?	
	tested?	

MOS NUMBER OF RESPONDENTS

DATA OBTAINED FROM TRAINING SPECIALIST

		TASK NUMBER
RATING OF ELS	writing	
	reading	
	speaking	
	listening	
METHODS OF TESTING	written	
	oral	
	performance	
METHODS OF TEACHING	self-paced	
	hands-on	
	demonstration	
	lecture	
CRITICALITY	danger to person or	
	equipment	
	importance	
AIT	difficulty?	
	tested?	
	taught?	

1211-A00-1205 1211-A00-1208 9111-A00-1116

(Remove tasks/ALL duty positions)

PAGE 11 OF 15

MOS 71L NUMBER OF RESPONDENTS

DATA OBTAINED FROM TRAINING SPECIALIST

		TASK NUMBER	121-004-1417	121-004-1418
RATING OF ELS	writing			
	reading			
	speaking			
	listening			
METHODS OF TESTING	written			
	oral			
	performance			
METHODS OF TEACHING	self-paced			
	hands-on			
	demonstration			
	lecture			
CRITICALITY	danger to person or			
	equipment			
	importance			
UNIT	difficult?			
	tested?			

MOS NUMBER OF RESPONDENTS

DATA OBTAINED FROM TRAINING SPECIALIST

		TASK NUMBER	121-004-1417	121-004-1418
RATING OF ELS	writing			
	reading			
	speaking			
	listening			
METHODS OF TESTING	written			
	oral			
	performance			
METHODS OF TEACHING	self-paced			
	hands-on			
	demonstration			
	lecture			
CRITICALITY	danger to person or			
	equipment			
	importance			
AIT	difficulty?			
	tested?			
	taught?			

TECHNICAL TASKS (ARE DUTY POSITIONS)

PAGE 11 OF 11

MOS 71L NUMBER OF RESPONDENTS

DATA OBTAINED FROM TRAINING SPECIALIST

		121-001-1230	121-001-1232	121-005-1001
RATING OF ELS	writing	X	X	
	reading	X	X	
	speaking	X	X	
	listening	X	X	
METHODS OF TESTING	written	X	X	
	oral	X	X	
	performance	X	X	
METHODS OF TEACHING	self-paced	X	X	
	hands-on	X	X	
	demonstration	X	X	
	lecture	X	X	
CRITICALITY	danger to person or	2	2	
	equipment	2	2	
	importance	2	2	
UNIT	difficult?	2	2	
	tested?	2	2	

MOS NUMBER OF RESPONDENTS

DATA OBTAINED FROM TRAINING SPECIALIST

		121-001-1230	121-001-1232	121-005-1001
RATING OF ELS	writing	X	X	
	reading	X	X	
	speaking	X	X	
	listening	X	X	
METHODS OF TESTING	written	X	X	
	oral	X	X	
	performance	X	X	
METHODS OF TEACHING	self-paced	X	X	
	hands-on	X	X	
	demonstration	X	X	
	lecture	X	X	
CRITICALITY	danger to person or	3	3	
	equipment	3	3	
	importance	3	3	
AIT	difficulty?	1	1	
	tested?	1	1	
	taught?	1	1	0

TASK NUMBER

TECHNICAL TASKS
(ARE DUTY POSITIONS)

PAGE 13 OF 19

MOS 71L NUMBER OF RESPONDENTS

DATA OBTAINED FROM TRAINING SPECIALIST

| | | |

PAGE 14 OF 19

MOS 71C NUMBER OF RESPONDENTS

DATA OBTAINED FROM TRAINING SPECIALIST

| | | |

PAGE 15 OF 19

MOS 71C NUMBER OF RESPONDENTS

DATA OBTAINED FROM TRAINING SPECIALIST

| | | |

PAGE 16 OF 17

MOS 71L NUMBER OF RESPONDENTS

DATA OBTAINED FROM TRAINING SPECIALIST

RATING OF ELS	writing	
	reading	
	speaking	
	listening	
METHODS OF TESTING	written	
	oral	
	performance	
METHODS OF TEACHING	self-paced	
	hands-on	
	demonstration	
	lecture	
CRITICALITY	danger to person or	
	equipment	
	importance	
UNIT	difficult?	
	tested?	

MOS NUMBER OF RESPONDENTS

DATA OBTAINED FROM TRAINING SPECIALIST

RATING OF ELS	writing	
	reading	
	speaking	
	listening	
METHODS OF TESTING	written	
	oral	
	performance	
METHODS OF TEACHING	self-paced	
	hands-on	
	demonstration	
	lecture	
CRITICALITY	danger to person or	
	equipment	
	importance	
AIT	difficulty?	
	tested?	
	taught?	
TASK NUMBER		111 005-1210 / 111 005-1211

TECHNICAL & SKILL TASKS

PAGE 12 OF 15

MOS 71C NUMBER OF RESPONDENTS

DATA OBTAINED FROM TRAINING SPECIALIST

RATING OF ELS	writing	
	reading	
	speaking	
	listening	
METHODS OF TESTING	written	
	oral	
	performance	
METHODS OF TEACHING	self-paced	
	hands-on	
	demonstration	
	lecture	
CRITICALITY	danger to person or	
	equipment	
	importance	
UNIT	difficult?	
	tested?	

MOS NUMBER OF RESPONDENTS

DATA OBTAINED FROM TRAINING SPECIALIST

RATING OF ELS	writing	
	reading	
	speaking	
	listening	
METHODS OF TESTING	written	
	oral	
	performance	
METHODS OF TEACHING	self-paced	
	hands-on	
	demonstration	
	lecture	
CRITICALITY	danger to person or	
	equipment	
	importance	
AIT	difficulty?	
	tested?	
	taught?	
TASK NUMBER		121-005-1213 121-005-1214

TECHNICAL CODE (ASI FS)

PAGE 18 OF 19

MOS 71C NUMBER OF RESPONDENTS

DATA OBTAINED FROM TRAINING SPECIALIST

RATING OF ELS	writing	
	reading	
	speaking	
	listening	
METHODS OF TESTING	written	
	oral	
	performance	
METHODS OF TEACHING	self-paced	
	hands-on	
	demonstration	
	lecture	
CRITICALITY	danger to person or	
	equipment	
	importance	
UNIT	difficult?	
	tested?	

MOS NUMBER OF RESPONDENTS

DATA OBTAINED FROM TRAINING SPECIALIST

RATING OF ELS	writing	
	reading	
	speaking	
	listening	
METHODS OF TESTING	written	
	oral	
	performance	
METHODS OF TEACHING	self-paced	
	hands-on	
	demonstration	
	lecture	
CRITICALITY	danger to person or	
	equipment	
	importance	
AIT	difficulty?	
	tested?	
	taught?	
TASK NUMBER		121 005-1215 / 121 005-1216 / 121 005-1217

TECH MEDIC 91 MOS (ASI F5)

PAGE 15 OF 15

MOS 71C NUMBER OF RESPONDENTS

DATA OBTAINED FROM TRAINING SPECIALIST

| | | |

APPENDIX 3

PERCENTAGE LANGUAGE SKILLS

This appendix contains the computations for the percentages of listening, speaking, reading and writing involved in each cluster.

Some clusters have two sets of computations because some Task Prioritization Forms were received after original computations and had to be added on.

TR = total number of responses to variables in the cluster
T = number of tasks in the cluster
V = variables
R = maximum number of responses in any task in this cluster

PERCENTAGE LANGUAGE SKILLS
MOS 71L

FORMULA	LISTENING	SPEAKING	READING	WRITING
TR ÷ (T)(V)(R) =	-demonstration -lecture -hands-on -performance (test) -rating (scale)	-oral (test) -rating (scale)	-self-paced -written (test) -rating (scale)	-lecture -self-paced -written (test) -rating (scal
Cluster	5 = 100%	2 = 100%	3 = 100%	4 = 100%
[illegible]	3X5X20=300 38 31 37 31 39 176 .587 30⟌176.000	3X2X20=120 13 21 34 .283 120⟌34.000	[illegible] 5 19 19 43 .239 180⟌43.000	[illegible] 21 5 19 9 64
	59%	28%	24%	[illegible]
NBC	1X5X21=105 13 11 14 13 65 .619 105⟌65.000	1X2X21=42 3 9 12 .285 42⟌12.000	1X3X21=63 2 4 5 11 .175 63⟌11.025	1X[illegible]=[illegible] 11 2 [illegible] [illegible]
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible] [illegible]	1X5X25=125 14 6 10 17 16 63 .504 125⟌63.000	1X2X25=50 1 4 5 [illegible]	1X[illegible]=75 4 1 3 8 .107 75⟌8.000	[illegible] 6 4 1 [illegible] 11 [illegible]
[illegible]	[illegible]	10%	[illegible]	[illegible]

TR = total number of responses to variables in the cluster
T = number of tasks in the cluster
V = variables
R = maximum number of respondents in any task in that cluster

PERCENTAGE LANGUAGE SKILLS
MOS 71C

FORM TR ÷ (T)(V)(R) = %	LISTENING -demonstration -ture -hands-on -performance (test) -rating (scale)	SPEAKING -oral (test) -rating (scale)	READING -self-paced -written (test) -rating (scale)	WRITING -lecture -self-paced -written (te -rating (sca
Cluster	5 = 100%	2 = 100%	3 = 100%	4 = 100%
[illegible]	2×5×18=180 14 16 15 12 17 76 .422 18⟌7.600	2×2×18=72 8 15 23 .319 72⟌23.000	2×3×18=108 3 7 10 .185 10⟌20.000	[illegible] 16 3 7 8 31
	42%	32%	19%	[illegible]
LAW [illegible]	1×5×17=85 8 6 5 7 4 37 .435 17⟌7.000	1×2×17=34 5 4 9 .264 34⟌9.000	1×3×17=51 2 7 8 17 .333 51⟌17.000	1×4×17=68 6 2 7 3 [illegible]
	[illegible]	[illegible]	33%	[illegible]
M16A1 RIFLE	1×5×22=110 15 13 16 15 15 74 .673 110⟌74.000	1×2×22=44 0 5 5 .114 44⟌5.000	1×3×22=66 2 1 4 7 .106 66⟌7.000	1×4×22=88 13 2 1 [illegible] [illegible]
	[illegible]	11%	[illegible]	[illegible]
		[illegible]		

TR = total number of responses to variables in the cluster
T = number of tasks in the cluster
V = variables
R = maximum number of respondents in any task in that cluster

PERCENTAGE LANGUAGE SKILLS

MOS 71L

FORMULA	LISTENING	SPEAKING	READING	WRITING
TR ÷ (T)(V)(R) = %	-demonstration -lecture -hands-on -performance (test) -rating (scale)	-oral (test) -rating (scale)	-self-paced -written (test) -rating (scale)	-lecture -self-paced -written (te -rating (sc
Cluster	5 = 100%	2 = 100%	3 = 100%	4 = 100%
[illegible]	2X5X15= 150 13 10 13 11 14 61 .407 150/61.000	2X2X15= 60 0 8 .133 60/8.000	2X3X15= 90 0 2 6 8 .089 90/8.000	2X4X15= 120 10 0 2 0 12 120/[illegible]
071-314-2104 071-322-4402				
	41%	13%	9%	
[illegible]	1X5X19=95 6 7 10 4 7 34 .358 95/34.000	1X2X19=38 1 3 4 .105 38/4.000	1X3X19=57 4 5 12 21 .368 57/21.000	1X4X19=76 7 4 5 12 28 76/[illegible]
111-03-2201				
	36%	11%	37%	37%
[illegible] TECH. MAL TASKS	8X5X23=920 61 82 112 103 90 448 .487 920/443.000	8X2X23=368 22 53 75 .204 368/75.000	8X3X23=552 54 95 144 293 .531 552/293.000	8X4X23=736 82 54 95 110 341 736/341
	49%	20%	53%	46%

TR = total number of responses to variables in the cluster
T = number of tasks in the cluster
V = variables
R = maximum number of respondents in any task in that cluster

PERCENTAGE LANGUAGE SKILLS

MOS 71C

FORMULA	LISTENING	SPEAKING	[illegible]	WRITING
TR ÷ (T)(V)(R) = %	-demonstration -lecture -hands-on -performance (test) -rating (scale)	-oral (test) -rating (scale)	-self-paced -written (test) -rating (scale)	-lecture -self-paced -written (test) -rating (scale)
Cluster	5 = 100%	2 = 100%	3 = 100%	4 = 100%
[illegible]	11×5×24= 1320 89 109 165 166 151 680 1320/2560.000 = .515	[illegible] 528 51 94 125 528/125.000 = .237	11×8×24= 792 77 89 213 379 792/279.100 = .479	11×[illegible] 100 77 89 151 426 1056/426.0 = [illegible]
	52%	24%	48%	4[illegible]%
TECHNICAL TASKS (11C ONLY)	18×5×13= 1170 27 41 61 47 [illegible] 230 1170/[illegible] = [illegible]	18×2×13= 468 4 47 51 [illegible] 708/37.000 = [illegible]	[illegible]=702 [illegible] [illegible] [illegible] [illegible] 702/142.000 = .202	18×4×13= 93[illegible] 41 24 [illegible] 26 [illegible] [illegible]
[illegible]	20%	11%	20%	17%
		67		

APPENDIX 4

OBSERVATION FORMS

The attached forms were taken to the actual training where observers recorded actual training situations and language used in the training. These forms were used to indicate the CONDITIONS for the Job Language Performance Requirements in this MOS.

DS_____ PERSON RECORDING_____ LOCATION (UNIT/AIT_____

UBJECT_____ * TASK NUMBER IF KNOWN_____

sical Environment of Instruction.

. Classroom
. Open Areas (live firefield- mark-up terrain)
C. Large enclosed area (bleacher sites)
(Warehouse size)
D. Other
Comments:

Styles of Communication Instructor, Verbal or

A. Formal Speech
B. Informal Speech
C. Regional/Ethnic
D. Body Language
E. Profanity
F. Shop talk/slang
G. Non-standard English
I. Other
Comments:

edia of Instruction

. Films
. Video cassettes
. Graphic Training Aids (diagrams, etc....)
. Illustrations (requiring reading/not requiring reading)
. Maps
. Mock-ups
. Models/Aimulate
. Real equipment
. Transparencies
. Tape cassettes
. Training Publications (required/available)
. Signs/Notices
. P.A. System
. Normal Voice
. Soldier's Manual
. Chalkboard
. Other
Comments:

Mode of Response

A. Manipulating a piece of equipment/de
B. Answers (spoken - written)
C. Signals
D. Performance
E. Taking Notes
F. Teamwork
G. Other
Comments:

structional Ratio

. Instructor or -to-one/class
. Peer/ -to-one
Group or Committee Group (group of instructors of whom one teaches one portion of the
- Small (12 or less)
- Large (more than 12)
Other
Comments:

APPENDIX 5

STRUCTURAL/LEXICAL LIST

Attached is the list of structural and lexical items for this MOS.
(For discussion, see Section II)

STRUCTURAL ITEMS

SENTENCE PATTERNS

SIMPLE: One subject and one predicate

1. Subject and action verb
   Firer aims.

2. Subject and action verb and direct/indirect object
   Many things cause burns.

3. Subject and linking verb and subjective complement
   This is very important.

COMPOUND: Two or more sentences joined by:

1. Coordinating conjunction

   Explain the task and ask the trainees if they understand the task, and the conditions they are expected to perform at the end of the session, the conditions under which they must operate, and the standard they must achieve.

2. Conjunctive adverb

   Do not start or stop the vehicle while the radio is on or you may damage the set.

3. Semicolon

   A light pressure is exerted on the driving spring when the bolt is forward; however, never attempt to cock the gun while the backplate is off and the driving spring assembly is in place.

COMPLEX: One or more dependent clauses

1. Adjectival (functions as an adjective by modifying nouns and pronouns)

   At the bottom of the map you will find three different bar scales which will help you to change map distance to miles, meters, or yards.

2. Adverbial (functions as an adverb by modifying verbs, adjectives, and other adverbs) The mouth-to-nose method is performed in the same way except you blow into his nose while you pinch his lips closed with one hand.

3. Noun (functions as a noun) The person who is performing artificial respiration quickly blows into the casualty's lungs after each five compressions.

5. MANNER

Take deep breath and place mouth around soldier's mouth; then blow forcefully as you observe his chest.

6. TIME

When you have to go a certain distance on foot without any landmarks to guide you, you can measure distance pretty accurately by counting your paces.
Split the bracket until fire for effect is possible.

7. PLACE

Loosen clothing at neck, waist, and other places where it tends to bind.

8. CAUSE

Be careful not to depress the trigger, since this will cause the firing pin to be released.

9. ADVERSATIVE

The casualty has no fractures, but has a bleeding wound.

10. CONDITION

If it isn't, your rifle can still fire, but it could possibly explode, causing you harm.

PHRASES

1. GERUND

(upon) Hearing the correct password, give permission to pass if you have no other reasons to doubt.

2. PARTICIPIAL

Using a straightedge draw a line between the two objects.

3. INFINITIVE

To camouflage exposed skin paint the shiny areas with a dark color.

4. PREPOSITIONAL

Under certain light conditions, front sight ports can be seen, but you can't determine whether you are looking through, above, or to the side of the rear sight aperture.

VERBS

1. VERB TENSES

Make sure you clearly understand the task you are to teach.

--You will be tested.
--If they elect to take it, they must complete the test once they have begun the first event or else they will receive a NO GO for the entire test.
--If the soldier is breathing, mouth-to-mouth resuscitation is not necessary.
--When all 10 pebbles have been moved to the left pocket, you have traveled one kilometer.
--Have someone walk the FDL and determine dead space.
--Sensing is an instantaneous determination by the grenadier as to where the grenade exploded.

present progressive verb
present verb (uninflected, third person, indicative)
past tense (regular/irregular)
present perfect
future

2. TYPES

intransitive
(You) train for results.

transitive
Mask the casualty.

linking
The skin becomes inflamed.

3. VOICE

active

recognize	appear	has
protect	seek	must be
is facing	secure	wipe
remove	wear	rinse
explode	mask	put brush
sounds	stored	empty
points out	do require	reassemble
seen	could affect	reinstall

GERUNDS

Sensing is an instantaneous determination by the grenadier as to where the grenade explodes with respect to the target.

INFINITIVES

To fire, hold the M16A1 in the rest with your right shoulder firmly against the weapon's butt plate.

ADVERBS +

1. SUPERLATIVE
   When such a line of fire exists, the primary sector will be assigned, based on it, with the FDL being the sector limit closest to the friendly troops.

2. INDEFINITE
   The launcher has a heavy coat of oil on working parts, and a light coat of oil elsewhere.

3. FREQUENCY
   Apply a little graphite grease to the threads of the antenna section for easy removal and to prevent the sections from seizing if they have been rarely removed.

4. OTHER
   Assembly procedure for the grenade launcher merely reverses disassembly steps.

5. COMPARATIVE
   The care, cleaning, lubrication and adjustment of the mount used with the gun are no less important.

VERBS AND PREPOSITIONS

Line up the key in the receptacle with the slot in the cable connector.

VERBS AND ADVERB
(particles)

Put on the protective mask within nine seconds of the chemical alarm and remain in the contaminated area for at least two minutes without making further adjustments to the mask.

APPENDIX 6

VOCABULARY (DLIELC IN-HOUSE)

The following vocabulary list was extracted from the Soldier's Manual task by task and then categorized into GENERAL, BASIC AND TECHNICAL vocabulary.

NOT APPLICABLE

REF: On 15 MAY 1981 agreement between TRADOC and DLIELC was reached that DLIELC In-House Vocabulary would not be produced for this MOS.

APPENDIX 7

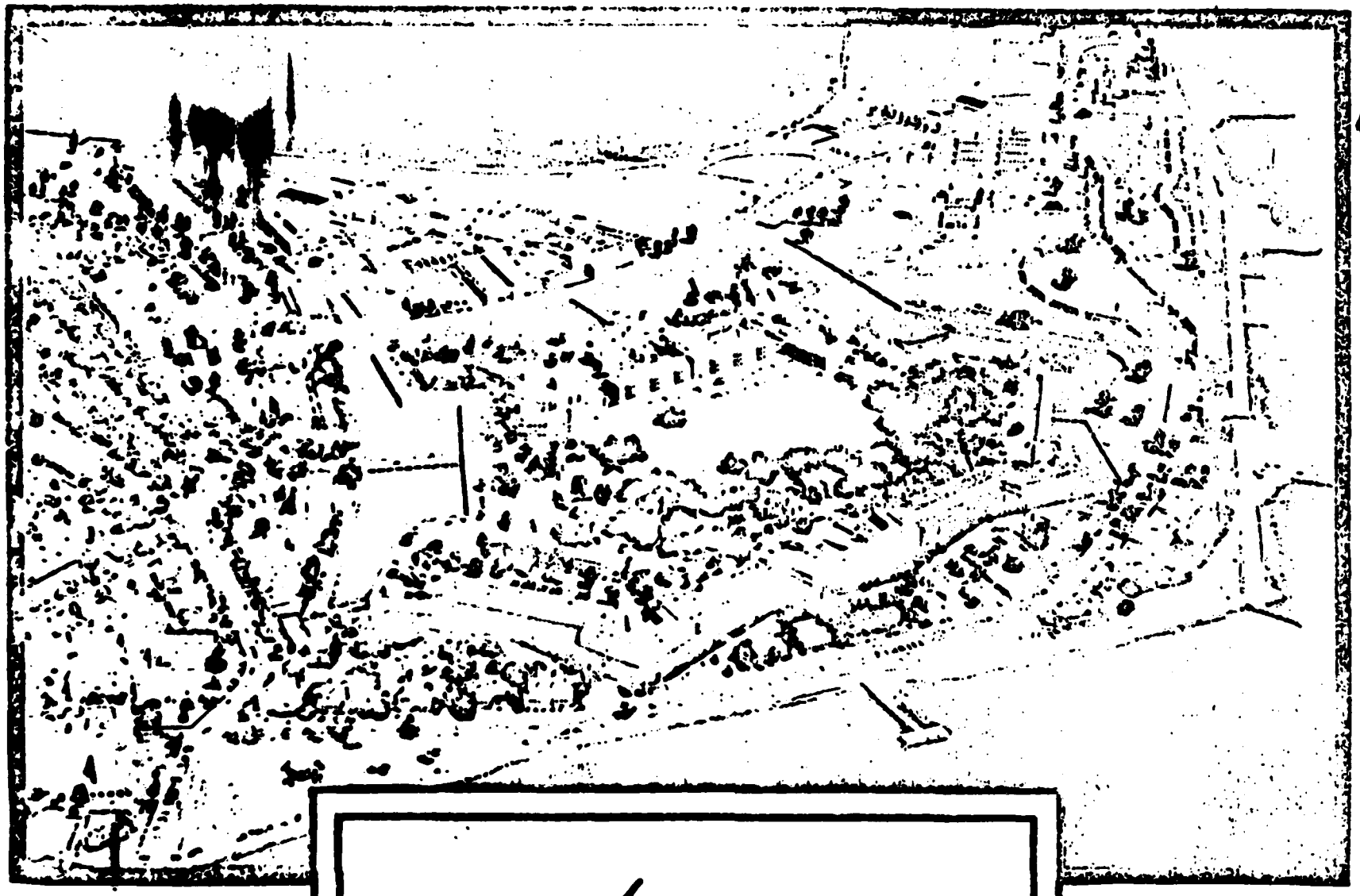
Appendix 7 is the machine-generated vocabulary list. It was not useful for our purposes. It is included as a vocabulary reference.

HEADQUARTERS

UNITED STATES ARMY TRAINING AND DOCTRINE COMMAND

FORT MONROE, VIRGINIA 23651

Job No/Proj No



Admin

AUG 21 1980

WF

DLI

18

711 1/2

71L 1/2

10 AIR
2 AIRCRAFT
4 AIRMAIL

2 AIT
4 AUDIT
4 AUDITED
2 AUDITS
2 AUSTRA

4 AUTHENTI
2 AUTHORITIES
78 AUTHORITY

30 AUTHORIZATION

74 AUTHORIZED
4 AUTOIN
2 AUTOMATICALLY

85 AVAILABLE
2 AVERAGES
10 AVION
4 AVIS

ALPHA LIST

```
 19  BACK
  2  BACKSTAMP
  2  BACKUP
  3  BALANCE

  6  BALTIMORE
  2  BANCE
  2  BANDS

  2  BAR
  2  BASE

 30  BASED

 42  BASIC
  2  BASIS
  2  BAT

585  BE

  9  BEARING
  4  BEARS
 14  BECAUSE
  4  BECOME
  2  BECOMES

  2  BED
  9  BEEN
  2  BEFORE
 46  BEFORE
  2  BEFORE#

 30  BEGIN
 88  BEGINNING
  6  BEGINS
  6  BEHIND
 66  BEING

178  BELOW
  4  BER
  2  BERSON
  2  BEYS

  2  BEST
 24  BETWEEN
  2  BEY
  8  BEYOND
  4  BILL
```

```
73  BILL
[redacted]
14  BILLS
78  BJOY
 2  BOLD

 2  BOLIVIA
20  BUND
 2  BONEY
 2  BONNECT
[redacted]

44  BOCK
 4  BUCK
12  BCCK
32  BOTH
24  BOTTOM

 6  BOUND
 2  BOX
 2  BOXES
 6  BUILDING
 2  BULK

 2  BURPA
 1  BURNING
[redacted]
16  BUSINESS
29  BUT

[redacted]
375 BY
 2  C
[redacted]

[redacted]
 2  C
[redacted]

[redacted]
 2  CA
 4  CABINET
 4  CALL
12  CALLED
```

```
 2  CAMBODIA
35  CAN
 2  CAN'T
 6  CANADA
 [redacted]

16  CANCEL
 [redacted]
 3  CANCELED
20  CANCELING
10  CANCELLATION

47  CANNOT
 4  CAPA[redacted]
 [redacted]
 6  CAPITAL
 [redacted]

 [redacted]
36  CAPITALIZATION
12  CAPOON
26  CARC
 6  CARDS

 2  CAREFUL
 6  CARRIED
14  CASE
20  CASES
92  CASH

 6  CASHED
 2  CATALOG
 2  CATALOGS
 1  CATASTROPHE
 4  CATEGORIES

18  CATEGORY
 2  CE
 [redacted]
84  CENTER
 4  CENTERS

 2  CENTS
 5  CENTS
10  CERTAIN
24  CERTIFICATE
 2  CERTIFICATES

 [redacted]
66  CERTIFIED
 4  CIRCULATION
 6  CIRCUMSTANCES
 6  CITIES
```

```
16  CITY
 4  CIVILIAN
[illegible]
[illegible]
 2  CO

30  CODE
 2  CODE/APO
16  CODES 2
 2  CODES 3
 2  CODES

 2  CODESFROM
 6  COIN
[illegible]
12  COLLECT
12  COLLECTED

 2  COLLECTING
 2  COLLECTOR
 2  COLOMBIA
 2  COLON
 2  COLUMBIA

18  COLUMN
 8  COLUMNS
12  COMBINATION
[illegible]
34  COMBINED

 6  COME
[illegible]
 6  COMMAND
31  COMMANDER
 2  COMMANDER'S

 1  COMMANDERS
 5  COMMANDS
68  COMMENT
10  COMMENTS
 2  COMMONLY

[illegible]
[illegible]
 4  COMMUNICATIONS 2
[illegible]
[illegible]

 2  COMPANY
10  COMPARING
312  COMPLETE
58  COMPLETED
26  COMPLETELY
```

```
  8  COMPLETENESS
  4  COMPLETES
 14  COMPLETING
  4  COMPLETION
  4  COMPLIMENTARY

  2  COMPONENT
  8  COMPONENTS
  2  COMPROMISE
  2  COMPU
 60  COMPUTE

  3  COMP[illegible]
  1  COMP[illegible]
  2  COMP[illegible]
  1  [illegible]
  2  CON

  1  [illegible]
  2  [illegible]
  3  CONCERNING
  6  CONDITION
 10  CONDUCT

  6  CONDUCTED
  4  CONDUCTING
  4  CONFIDENTIAL
  4  CONJUNCTION
  2  CONNECT

  2  CONNECTION
  2  CONNTS
 16  CONSECUTIVELY
  2  CONSIDERED
  3  CONSIST

  6  CONSISTING
  4  CONSISTS
  1  CONSOLIDATE
  2  CONSOLIDATED
  2  CONSTANT

  2  CONSTANTLY
  2  CONSTITUTE
  2  CONSTRUCTED
  2  CONSULT THE
  2  CONSULTING

  2  CONTACT YOUR
  8  CONTACT
 28  CONTAIN
 14  CONTAINED
 38  CONTAINER
```

68

```
  2  CONTAINER'S
  8  CONTAINERS
  6  CONTAINING
 45  CONTAINS
 [illegible]

 36  CONTENTS
  2  CONTINENTAL
 [illegible]
 32  CONTINUATION
  2  CONTINUOUS

  4  CONTRACTORS
 51  CONT[illegible]
  8  CONT[illegible]
 14  CONUS
 [illegible]

  [illegible]
  2  CONUS AND
  2  CONUSAFC
  2  CONVENIENT
  4  CONVERT

  2  COOPERATE
  2  COORDINATES
  4  COORDINATION
 92  COPE
 [illegible]

173  COPIES
  2  COPONEY
117  COPY
 [illegible]
  2  COR

  2  CCR
 82  CORNER
 61  CORRECT
 18  CORRECTED
  1  CORRECTION

 [illegible]
  8  CORRECTLY
  2  CORRECTNESS
  4  CORRESPOND
  1  CORRESPONDENCE

  2  CORRESPONDENCE
  [illegible]
```

[illegible]
109 CORRESPONDENCE
[illegible]
1 CORRESPONDENT
2 CORRESPONDING

4 CORRESPONDS
12 COST
[illegible]
2 COUNT
2 COUNTR[illegible]

4 COUN[illegible]
[illegible]
74 COUNTRY
6 COUPON
18 COURIER

6 COURTESY
[illegible]
26 COVER
4 COVERAGE
8 COVERED

12 COVERING
2 COVERS
2 CURR
24 CURRENT
[illegible]

9 CUSTODIAN
2 CUSTOMER
6 CUSTOMER'S
34 CUSTOMS
[illegible]

[illegible]
[illegible]
[illegible]
223 DA
9 DAILY

16 DAMAGE
29 DAMAGED
12 DATA
207 DATE
[illegible]

2 DATED
4 DATES
20 DATING
24 DAY
35 DAYS

```
 6  DATA
 8  DE                    DEPARTMENT
 4  DE
13  DEAD
 4  DEALER

 2  DEALERS
 2  DEALING
 2  DEALS
 2  DEAR
 4  DEBIT

 2  DEC
 8  DECEMBER                    ON
 8  DECEMBER                    ON
16  DECLARATION
 2  DECLARE

 6  DECLARED
 2  DECREASED
 6  DEFECTIVE
 4  DEFENSE
 4  DEFICIENT

 2  DEFINED
 2  DEFINITE
 4  DELAY
 6  DELETED
13  DELIVER

19  DELIVERED
 8  DELIVERING
 2  DELIVERS
10  DELIVERY
 6  DELIVERY NOTE

 6  DELIVERY RECEIPT

 2  DEMAND
10  DENIES
 2  DEPARTED
 6  DEPARTMENT OF ED

11  DEPARTMENT
 2  DEPARTMENTS
 2  DEPEND
 4  DEPENDING
 8  DEPOSED STATED

 2  DEPRECIATED
 4  DEPRECIATION
 2  DEPTH
 6  DES                    DIVISION
 8  DESCENDING
```

2	DESCRIBE
2	DESCRIBED
8	DESCRIBES
2	DESCRIBING
18	DESCRIPTION
2	DESIGNATE
11	DESIGNATED
4	DESIGNATES
4	DESIGNATION
3	DESIGNED
2	DESIR[illegible]
2	DESIR[illegible]
2	DESIRED
18	DESIRES
12	DESK
6	DESKS
20	DESTINATION
2	DESTINATIONS
13	DESTROY
8	DESTROYED
2	DESTRUCTION
2	DETACH
2	DETAIL
2	DETE
2	DETERMINATION
40	DETERMINE
18	DETERMINED
4	DETERMINING
2	DEVELOPED
22	DEVICE
2	DEVICES
[illegible]	[illegible]
[illegible]	[illegible]
2	DICTATE
42	DICTIONARY
2	DIE
[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]
8	DIFFERENCES
8	DIFFERENT
4	DIFFERS
2	DIGIT
5	DIGITS
[illegible]	[illegible]

15

[redacted]
31 DIRECT
4 DIRECTION
6 DIRECTIVE
[redacted]

4 DIRECTIVES
2 DIRECTLY BELOW
2 DIRECTLY
2 DIRECTOR OF
2 DIRECTOR

4 DIRE[redacted]
2 DIRE[redacted]
12 DIRE[redacted]
[redacted]

[redacted]

2 DISCIPLINARY
14 DISCLOSURE
6 DISCREPANCIES
6 DISCREPANCY

4 DISCUSS
4 DISCUSSED
2 DISCUSSION
[redacted]
2 DISPATC

90 DISPATCH
2 DISPATCHE
26 DISPATCHED
6 DISPATCHING
6 DISPLAYED

2 DISPOSAL
10 DISPOSE
1 DISPOSED
[redacted]
44 DISPOSITION

2 DISTANCE
4 DISTR
2 DISTRIBUTED
[redacted]

93 DISTRIBUTION
2 DISTRICT
[redacted]
2 DIVID

26

```
 12  DIVIDE
 18  DIVIDED
  2  DIVIDER
  2  DIVIDERS
  6  DIVIDING

  6  DIVISION
 83  DO
  2  DOCTRINAL
155  DOCUMENT
  6  DOCUMENT/CORRESPONDENCE
  4  DOCUMENTATION

 15  DOCUMENTATION
 26  DOCUMENTS
  2  DOCUMENTS/CORRESPONDENCE
  4  DOCUMENTS/CORRESPONDENCE
 24  DOD

  8  DODISPR
 37  DOES
  2  DOLLAR
  4  DOLLARS
  2  DOME

 57  DOMESTIC
  8  DON'T
  4  DONE
  2  DOTTED
  2  DOUANE

  4  DOUBLE SLANT
 14  DOUBLE
  6  DOUBLE-SPACE
  2  DOUBLE-SPACING
  2  DOUBT

  6  DOWN
  1  DUE
 19  DUE
110  DUPLICATE
  2  DUPLICATED

  4  DUPLICATES
  2  DUPLICATING
  4  DUPLICATION
  1  DUR
 12  DURING
```

```
  2  DUTIABLE
  4  DUTY
  2  [redacted]
  [redacted]
155  EACH

  2  EARLIEST
  4  EASIER
  4  EIGHT
 12  EIGHTH
 13  EITHER

  2  [redacted]
 38  EQUALLY
  2  EQUAL[redacted]
  [redacted]
 96  EQUIPMENT

  2  EVALUATION
  2  [redacted]
  6  EVEN
  8  EVENT
  6  EVENTS

  9  EVERY
  2  EVERYONE
 16  EVIDENCE
  [redacted]
  6  EXACT

  6  EXACTLY
  2  EXAMIN
  2  EXAMINATION
  [redacted]
 18  EXAMPLE

  [redacted]
 45  EXAMPLES
 30  EXCEED
  2  EXCEEDING
  8  EXCEEDS

 10  EXCEPT
 16  EXCEPTION
  6  EXCEPTIONS
  4  EXCESS
  2  EXCESSIVE

 13  EXCHANGE
  [redacted]
 12  EXCHANGED
  3  EXCLUSIVE
  2  EXECUTIVE
```

46

```
  4   EXISTING
  8   EXISTS
  4   EXPECTANCY
  2   EXPECTED
  4   EXPEDITIOUS

  2   EXPENSES
  4   EXPIRES
  2   EXPLAIN
  4   EXPRESS
  6   EXTENDED

  2   EXTE[illegible]
  6   EXTR[illegible]
  2   EXTRACT[illegible]
  2   EYON[illegible]
  2   F

  2   F  3  8
  [illegible]
  [illegible]
  [illegible]
  [illegible]

 10   FACE
  2   FACED
  2   FACILITATE
 10   FACILITY
 24   FACING

  2   FACT
  2   FACTOR
  2   FAILS
  2   FAILURE
  7   FAMILIAR

  2   FAMILY
  2   FASTER
  2   FAULT
  [illegible]
  2   FEDERAL

152   FEE
  [illegible]
  [illegible]
  4   FEES
  4   FEET

  6   FEWER
  2   FIELD
 34   FIFTH
  2   FIGU
  2   FIGURE
```

```
284   FIGURE
 40   FIGURES
 [illegible]
166   FILE
 32   FILED

  4   FILES  CONDITIONS
  2   FILES
  2   FILES ESS
  2   FILES 4
 46   FILES

 16   FIL[illegible]
 22   FILLED
  2   FILLING
 23   FINAL
 20   FINANCE

 19   FIND
  2   FINISHED
  [illegible]
 29   FIRM
  6   FIRMS

 86   FIRST
 12   FIVE
  2   FIVE-DIGIT
  2   FIX
 27   FIXED

  [illegible]
  [illegible]
  [illegible]
  2   FO
  [illegible]

  1   FOLD
  3   FOLDED
  [illegible]
  8   FOLDER
  2   FOLDERS

  [illegible]
 37   FOLLOW
 10   FOLLOWED
 69   FOLLOWING
 26   FOLLOWS

  2   FOOTNOTES
  [illegible]
  [illegible]
  [illegible]
873   FOR
```

```
  6  FOREIGN
  [illegible]
  2  FORM  CONDITIONS
  2  FORM  2854
  1  FORM     B

  2  FORM     98
  2  FORM     [illegible]
690  FORM     [illegible]
  [illegible]
  2  FORMAL

 39  FORM     [illegible]
  3  FORM     [illegible]IONS
 94  FORM     [illegible]
  4  FORM     [illegible]
 32  FORWARD

  3  FORWARDABLE
 14  FORWARDED
 16  FORWARDING
  [illegible]
  2  [illegible]

  [illegible]
  1  FOU
  6  FOUND
 78  FOUR
 16  FOUR

 49  FOURTH
 14  FULL
  2  FULLY.
 26  FUNCTIONAL
  6  FUNCTIONS

  2  FUND
 14  FUNDS
  2  FURNISH
  2  FURNISHED
 11  FURTHER

  2  FUTURE
 48  G=    4 J2
 34  G=    4 05
 48  G=    4 75
  6  G=    5  3       >    _*

  6  G=  3 /4  <6 #6|  6  =6
 38  G=    4 73    4 05  =
 20  G=  P4 Z   K4 K      J
  1  G=  2  2   2>   13  =4
 16  G=  K4  4
```

8 GENERAL
2 GENERALLY
2 GENERATED
2 GENERATES
4 GEOGRAPHIC

4 GEOGRAPHICAL
2 GEORGIA
4 GET
2 GETS
[illegible]

2 GIFT
24 GIRT
42 GIVE
40 GIVEN
50 GO

4 GOES
7 GOING
4 GOLD
2 GOOD
[illegible]

[illegible]
3 GOVERNED
[illegible]
2 GOVERNING
12 GOVERNMENT

4 GOVERNMENTS
[illegible]
6 GUARANTEED
10 GUARD
10 GUIDANCE

2 GUIDE CRMS
6 GUIDF
2 GUIDELINES
2 GUIDES/ DIVIDERS
[illegible]

[illegible]
[illegible]
2 HA
19 HAND
2 HAND-CARRY

2 HAND-CARRYING
2 HANDBAGS
6 HANDBUCK
4 HANDLE
9 HANDLED

```
 31  HANDLING
  2  HANDMADE
  2  HANDPRINTING
  2  HANDS
 12  HANDWRITTEN

 71  HAS
105  HAVE
 17  HAVING
 41  HE
 38  HEAD
  4  HEADING
 26  HEADINGS
  1  HEADINGS
 19  HEADQUARTERS
  2  HEAVY

  1  HELD
  4  HELP
  2  HIGH
  7  HIGHER
  4  HIGHEST

 36  HIM
 35  HIS
  2  HOLD
  1  HOLES
  5  HOME

  1  HOSPITALS
  2  HOUR
  6  HOURS
 10  HOW

 17  HOWEVER
  8  HYPHENATE
  2  I
  2  I     VBN

  2  I     CNT
  2  I     CNTRVED
  2  I     LBN
  1  I     BN
  2  I     IMMEDIATELY

  2  I     GBS
  1  I     GBN
  2  I     VBF
  2  I     IMPERATIVE
  2  I     BT
```

```
     4   I= 64
     2   IAW      DB 1
     2   IAW      AR
     2   IAW      DB
   329   IAW

    27   II
    18   III
     1   IV
     1   [redacted]
     4   JANUARY

     2   JOB
    16   JOIN
     2   JONES
     2   JUDICIAL
     2   JULIAN

     2   JUST
    44   KEEP
     2   KEEPING
     5   KEEPS
     4   KENNEDY

     9   KEPT
    14   KEY
     8   KEYPUNCH
    24   KEYSER
     2   KOREA

     2   [redacted]
     2   [redacted]
     2   [redacted]
     2   [redacted]
    52   LABEL

     6   LABELED
     4   LABELING
     2   LABELINSED
    22   LABELS
     2   LABOR

     8   LARGE
     1   LARGER
     6   [redacted]
   104   LAST
     4   LEAD

     3   LEAPED
    25   LEAST
    28   LEAVE
     2   [redacted]
   189   LEFT
```

2 LEGIBLE
78 LENGTH
66 LESS
2 LESSER
4 LESSON

[redacted]
2 LETTE[redacted]
[redacted]
[redacted]

194 LETT[redacted]
6 LETTER[redacted]
2 LETTERE[redacted]
34 LETTERHEAD
25 LETTERS

2 LETTERS/PLATS
4 LETTERS/LETTER
2 LETTRE
10 LEVEL
4 LEVER

6 LEVERS
2 LEWIS
6 LIBRARY
2 LICENSE
2 LIEU

4 LIFE
2 LIFT
2 LIKE
[redacted]
4 LIMIT

14 LIMITATION
[redacted]
34 LIMITATIONS
2 LIMITED
10 LIMITS

[redacted]
2 LIN
[redacted]
37 LINE
4 LINED

2 LINED-OUT
86 LINES
2 LINK
48 LIST
54 LISTED

35 LISTING
6 LISTINGS
2 LISTS
2 LITIGATION
2 LC

[redacted]

97 LOCAL
7 LOCALLY

2 LOCATE
3 LOCATED
22 LOCATION
17 LOCATOR
8 LOCK

15 LOCKED
10 LOCKING
2 LOCKS
10 LUG
2 LOGICAL

2 LOGS
2 LONGER
2 LOOSE-LEAF
2 LOSE
24 LOSS

2 LOSSES
16 LOST

[redacted]

4 LOUIS
36 LOWER

2 LOWEST
3 LUNCH

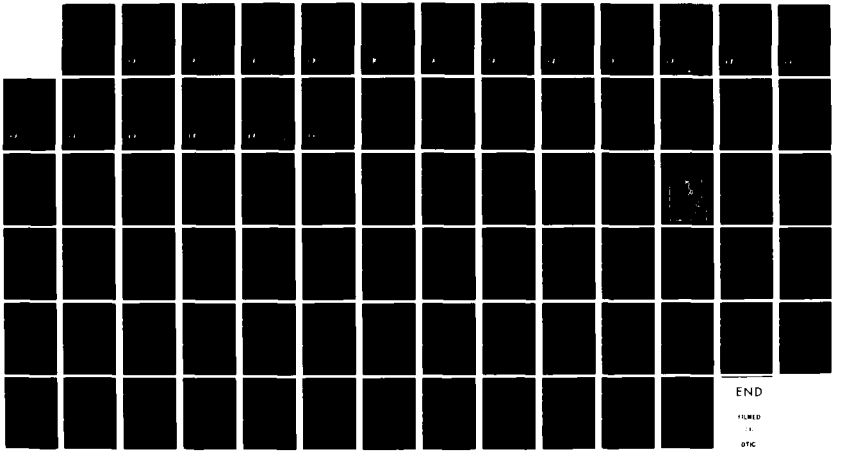
[redacted]

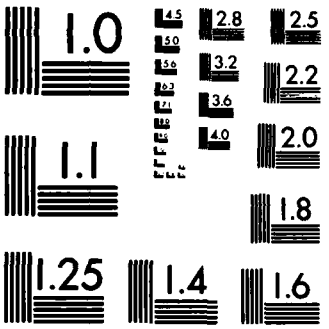
2 M

[redacted]

2 MACHINE CONDITIONS

AD-A121 088 JOB LANGUAGE PERFORMANCE REQUIREMENTS FOR MOS 71L 2/2
ADMINISTRATIVE SPECIALI.. (U) DEFENSE LANGUAGE INST
LACKLAND AFB TX ENGLISH LANGUAGE CENTER.. 14 JUN 79
UNCLASSIFIED F/G 5/9 NL





MICROCOPY RESOLUTION TEST CHART
NATIONAL BUREAU OF STANDARDS-1963-A

26	MACHINE
20	MADE
[redacted]	
2	MAGAZINE
[redacted]	
17	MAIL CONDITIONS
2	MAIL INDORSE
2	MAIL REFUSED
2	MAIL 3
2	MAIL 4
631	MAIL [redacted]
2	MAIL [redacted]
2	MAIL [redacted]
[redacted]	
[redacted]	
24	MAILABILITY
20	MAILABLE
27	MAILED
16	MAILER
4	MAILER'S
117	MAILING
4	MAILINGS
2	MAILORNER
8	MAILPOCH
2	MAILS
20	MAINTAIN
[redacted]	
12	MAINTAINED
14	MAINTENANCE
10	MAJOR
39	MAKE
2	MALFUNCTION
2	MALFUNCTIONS
2	MAN
[redacted]	
1	MANAGEMENT 2
7	MANAGEMENT
2	MANDATORY
[redacted]	
[redacted]	
44	MANIFOLD
4	MANIFOLDS
6	MANNER
2	MANUAL
2	MANUAL

```
  2  MANUAL 3
  2  MANUAL 4

 32  MANUAL
  2  MANUFACTURER'S
 16  MANY
  4  MAP
134  MARGIN

 22  MARGINS
  2  MARK
  2  [redacted]
  2  [redacted]
 12  MARK

  2  MARKE
  2  MARKE
 18  MARKED
  1  [redacted]
  2  MARKET

 24  MARKING
 10  MARKINGS
  8  [redacted]
  4  MASSING
  2  MASTER

  2  MATCH
  1  [redacted]
  8  MATERIAL- CONDITIONS
 77  MATERIAL
 42  MATERIALS

 75  MATTER
  2  MATTERS
  8  [redacted]
 16  MAXIMUM
188  MAY

  2  MEAN
 12  MEANS
  3  [redacted]
 22  MEASURE
  6  MEASURES

  2  MEDALS
  2  MEDICAL
 32  MEET
  2  MEETS
  2  MEMORANDUM  CONDITIONS
```

```
 28  MEMORANDUM
  2  MEMOS
  2  MENTIONED
  2  [redacted]
 14  MERCHANDISE

  2  MESSAGE AND
 38  MESSAG[redacted]
  2  MESSAGE- FORM
 18  MESSAGEFORM
  2  MESSAGEFORMS

  2  MESS[redacted]
 10  MESSAG[redacted]
  4  MESSENGE[redacted]
  2  MET
116  METER

  9  METHOD
  2  METHODS
  2  [redacted]
  2  MIGHT
  2  [redacted]

  2  MILITA
108  MILITARY
 14  MINIMUM
 12  MINUTE
  6  MINUTES

  2  MISCELLANEOUS
  2  MISC
 14  MISSING
  4  MISSION
 12  MIXED

  2  MO
  2  MOI
  2  [redacted]
  5  MODIFIED
  2  MON

  2  MONE
  2  MONE
254  MONEY
  2  [redacted]
 11  MONTH

  5  MONTHLY
 11  MONTHS
172  MORE
  2  MOS
 18  MOST
```

```
  2  MOVEMENT
  6  MULTIPLE
  2  MULTIPLY
  4  MUSIC
203  MUST

  4  MUTILATED
  2  MUTILATION

115  NAME

 11  NAMED
  4  NAMES
  4  NATURE
 10  NEAR
  2  NEARLY

  8  NEATNESS
 70  NECESSARY
 26  NEED
  1  NEED-TO-KNOW

 14  NEEDED
  2  NEGATIVE
  6  NET
 27  NEW
  2  NEWSPAPER

 20  NEXT
119  NO
  1  NON- UNITED
  2  NONDUTY

  2  NONELECTRICAL
 10  NONPAILABLE
 28  NONPILITARY
 16  NONRECEIPT

  6  NORMAL
 15  NORMALLY
  2  NORTH
  2  NOT
```

```
399  NOT
  2  NOT
  2  NOTATION
 43  NOTE
  4  NOTED

  2  NOTES
  8  NOTICE
 12  NOTIFY
  2  NOVEMBER
  6  NOW

  2  [redacted]
  2  [redacted]
  2  [redacted]
  2  [redacted]
  2  [redacted]

  2  NUMBE
  2  NUMBE
  2  [redacted]
  2  [redacted]
313  NUMBEP

 34  NUMBERED
 70  NUMBERS
  2  [redacted]
  2  [redacted]
 36  NUMERICAL

  2  NUMISMATIC
  4  NY
  2  [redacted]
  2  [redacted]
  2  [redacted]

  2  [redacted]
  2  [redacted]
  2  [redacted]
  2  [redacted]
  2  [redacted]

  2  [redacted]
  2  [redacted]
  2  [redacted]
  2  [redacted]
  8  OUNCE

 38  OUNCES
 74  OUT
  2  OUTCATED
  8  OUTER
  4  [redacted]
```

43 OUTGOING
2 OUTL
18 OUTLINED
43 OUTSIDE
[redacted]

4 OVAL
7 OVER
3 OVERAGES
2 OVERALL
2 [redacted]

6 [redacted]
5 OVERNIGHT
6 OVERSEA
5 OVERSEAS
2 OVERSIZED

[redacted]

1 P-; 84-5-0
2 P-9
[redacted]

16 PACKAGE
2 PACKAGE/DOCUMENT
2 PACKAGED
[redacted]
4 PACKAGES

28 PACKED
14 PACKET
20 PACKETS
1 PAD
2 [redacted]

154 PAGE
2 PAGE/COVER
68 PAGES
30 PAID
8 PAL

48	PAM
52	PAPER
24	PAPERS
2	PAPERWORK
10	PAR
2	PARA
[illegible]	
289	PARAGRAPH
2	PARAGRAPHING
37	PARAGRAPHS
2	PARALLEL
62	PARCEL
8	PARCELS
6	PARENTHESES
2	PART 490
[illegible]	
227	PART
8	PARTIAL
8	PARTIALLY
[illegible]	
6	PARTICULAR
38	PARTS
2	PARTY
1	PASS
2	PASSED
[illegible]	
2	PATRO
2	PATRO
218	PATRON
48	PATRON'S
8	PATRONS
12	PAY
2	PAYABLE
10	PAYEE
6	PAYEES
16	PAYMENT
4	PAYROLL

[redacted]
4 PENALTY
4 PENCIL
[redacted]
[redacted]
4 PEOPLE
[redacted]
18 PER
6 PERC
[redacted]
2 PERFORM
2 PERFORMANC
2 PERFORMANCE STEP
138 PERFORMANCE
4 PERFORMED
4 PERFORMING
8 PERIOD
1 PERIODIC
2 PERIODICAL
5 PERIODS
16 PERMANENT
2 PERMANENTLY BOUND
6 PERMANENTLY
8 PERMIT
2 PERMITS
16 PERMITTED
2 PERSCN
37 PERSCN
23 PERSONAL
[redacted]
21 PERSONNEL
14 PERSONS
[redacted]
8 PICK
2 PIE
6 PIECE
26 PIECES
16 PINK/GREEN
2 PINPOINT
4 POLICIES
3 POLICY
2 POPULATION
28 PORTION

```
  2  PORTIONS
  3  [redacted]
  6  POSITION
  6  POSITIONED
  4  POSITIVE

  2  POSSI[redacted]
 12  POSSIBLE
  2  POSS CONDITIONS
  3  [redacted]
106  POST[redacted]

  2  POST[redacted]
  4  POST[redacted]
  3  POST[redacted]
  2  [redacted]
  4  [redacted]

292  POSTAGE
191  POSTAL
 10  POSTED
  6  POSTER
  8  POSTING

  3  POSTMAR[redacted]
  4  POSTMARK
  4  POSTMARKED
  6  POSTMARKING
  2  POSTMARKS

 35  POSTMASTER
  2  POSTMASTER/MILITARY
  2  POSTMASTER'S
  2  POSTMASTERS
 18  POUCH

  3  POUCH[redacted]
  2  [redacted]
  4  POUCH/SACK
  3  POUCHE[redacted]
 13  POUCHES

  7  POUCHES/SACKS
  2  POUCHING
  2  POUND
 38  POUNDS
  2  PU

156  PUB
  2  PUBLIC
  3  PUBLIC[redacted]
 48  PUBLICATION
  2  PUBLICATIONS
```

```
   4  PUBLICATIONS 2
   2  PUBLICATIONS 3
  66  PUBLICATIONS
   2  PUBLICLY
  11  PUBLISHED

   3  PUBLISHER
   2  PULL
   2  PUNC
   2  PUNCH
  16  PUNCTUATION

   4  PURCH
   6  PURCHA
   8  PURCHASE
   2  PURGE
  26  PURPOSE

   3  PURPOSES
   2  PUTTING
   2  QAP
   2  QUALIFIES
   4  QUALIFY

   2  QUANTITIES
   6  QUANTITY
   2  QUARTERS
   2  QUESTION
   2  QUICKEST

   3  QUICKLY
   2  R-13(0284

   6  RACKS
   2  RANK
   4  RARELY
  76  RATE
   6  RATES

   4  RATHER
   1  RE

   7  REACH
   2  REACHES
   2  READ
   1  READILY
   1  READING
```

```
  8   READINGS
 19   READY
  4   REASON
  4   REASONABLE
  4   REASONS

  2   REASS[illegible]
  1   REASS[illegible]
  [illegible]
  [illegible]
  2   RECE[illegible]
  [illegible]
190   RECEIPT[illegible]
  [illegible]
 22   RECEIPTS
  [illegible]
  [illegible]
 30   RECEIVE
128   RECEIVED
  6   RECEIVES
 16   RECEIVING

  5   RECEPTACLE
  6   RECEPTACLES
  4   RECEPTION
  [illegible]
  [illegible]

  4   RECOGNIZED
  2   RECOMMEND
  2   RECOMMENDED
 81   RECORD
  1   RECORD/FILE

  8   RECORDING
 66   RECORDS
  [illegible]
  [illegible]
  1   RECREATION

 11   RED
 85   REFER
 54   REFERENCE
  6   REFERENCE-SYMBOL
  6   REFERENCES

  2   REFERS
  2   REFUSED
  2   REFUSES
  2   REGARDLESS
  [illegible]
```

```
  2  REGIONAL
  [redacted]
  2  REGISTE
  [redacted]
  [redacted]

  4  REGIS[redacted]
  [redacted]
  [redacted]
196  REGISTERED
  2  REGISTERED-MAI[redacted]

 10  REGIST[redacted]
 89  REGISTRY
  6  REGULAR
 18  REGULATION
 10  REGULATIONS

  8  RELATED
 16  RELEASE
 12  RELEASED
  8  RELEASER
  8  REMAINDER

  4  REMAINING
  1  REMARKS
  2  REMEMBER
  4  REMINDER
 14  REMITTANCE

  2  REMITTANCES
  2  REMITTED
 16  REMOVE
  6  REMOVED
 17  REMOVING

  2  REPACKAGE
 22  REPAIR
  2  REPAIRING
 14  REPEAT
  2  REPEATING

  2  REPLACING
  4  REPLENISH
  2  REPLIES
 25  REPLY
  2  REPORT  CONDITIONS

 32  REPORT
  2  REPORTED
  [redacted]
  2  REPORTING
  3  REPRODUCE
```

```
 2   REPRODUCED
 2   REPUBLIC
 4   REPUTABLE
[redacted]
[redacted]

[redacted]
[redacted]
46   REQUEST
20   REQUESTED
 4   REQUESTER

12   REQUE[redacted]
[redacted]
36   REQUESTS
[redacted]
[redacted]

39   REQUIRE
[redacted]
117  REQUIRED
20   REQUIREMENT
[redacted]

30   REQUIREMENTS
[redacted]
15   REQUIRES
 7   REQUIRING
68   REQUISITION

14   REQUISITIONED
 8   REQUISITIONS
 2   RESC
 2   RESCIND
 2   RESCINDED

 2   RESEARCH CONDITIONS
16   RESEARCH
 2   RESEARCHED
[redacted]
 6   RESERVE 2

 2   RESERVE 3
 2   RESERVE
 6   RESOLVE
 4   RESOLVED
 2   RESOURCES

[redacted]
 2   RESPONSES
 6   RESPONSIBLE
20   RESTRICTED
 6   RESTRICTIONS
```

```
  2   RESTRICTIVE
  8   RESULTS
  2   RESUPPLY
  1   RET
      [redacted]

  2   RETA[redacted]
  6   RETAIN
  6   RETAINED
  2   RETENTION
      [redacted]

  2   [redacted]
140   RETURN
  1   RETURNABLE
 24   RETURNED
  3   RETURNING

  2   RETURNS
  8   [redacted]
      [redacted]
 32   REVERSE
      [redacted]

 44   REVIEW
  4   REVIEWED
  2   REVISED
  2   REVOKE
  8   [redacted]

  2   RIBBON
  2   RIBBONS
  2   RIFLED
 10   RIFLING
 59   RIGHT

  2   RIGHT-HAND
  2   RIGHTFULLY
  2   RISK
 13   ROLL
  2   ROOM

  4   ROOMS
  2   ROTC
  3   ROUTE
 10   ROUTED
 15   ROUTING

  4   RUBBER
  2   RUBBER-STAMPED
  2   RULE
 20   RULES
  6   RUN
```

[redacted]
2 RUSH
[redacted]
[redacted]
[redacted]
1 S
1 S
[redacted]
2 S
2 SA
10 SACK
12 SACKS
[redacted]
15 SAFE
6 SAFEGUARDING
4 SALE
2 SALUTATION
2 SALVAGE
113 SAME
2 SAMPLE
2 SAMPLES
2 SATISFACTION
2 SATISFACTORILY
6 SATISFACTORY
2 SE
22 SEAL
24 SEALED
4 SEALING
4 SEALS
8 SEAMS
2 SEARCH
[redacted]
88 SECOND
2 SECOND-CLASS
2 SECRET AND

```
  8  SECRET
  [redacted]
  [redacted]
  [redacted]
 58  SECTION

  6  SECTI[redacted]
  4  SECTIONS
 15  SECURE
 10  SECURED
  2  SECURELY

  2  SECUR[redacted]
  [redacted]
 25  SECURITY
  [redacted]
674  SEE

  2  SEEKING
  6  SELECT
 22  SELECTED
  2  SELF-ADDRESSED
 39  SEND

  2  SENDER
  [redacted]
 45  SENDER
  4  SENDER'S
  2  SENDERS'

  4  SENDING
  2  SENDPS
  4  SENDS
  2  SENSIT
 16  SENSITIVE

 34  SENT
  8  SENTENCE
  2  SENTIMENTAL
 42  SEPARATE
  2  SEPARATED

  9  SEPARATELY
  2  SEPARATION
  2  SEPARATIONS
  2  SEPTS
 20  SEQUENCE

  [redacted]
 20  SERIAL
 34  SERIES
  2  SERV
 14  SERVED
```

```
  2  SERVI
  1  SERVICE
  [redacted]
  2  SERVICE 2
  4  SERVICE 3

114  SERVI[redacted]
  4  SERVI[redacted]
  2  [redacted]
 37  SERVICES
  1  SERVICING
  [redacted]
 25  SERVI[redacted]
  [redacted]
 92  SET
  3  SETS
  4  SETTLED

 10  SEVERAL
 48  SIDE
  4  SIDES
  [redacted]
  4  SIGHT

 60  SIGN
  [redacted]
  2  SIGNATURE
 92  SIGNATURE
 25  SIGNED

 23  SIGNING
  2  SIGNS THE
 21  SIGNS,
  6  SIMILAR
  4  SINCE

  2  SINCERELY
 15  SINGLE
  2  SINGLE-ADDRESS
  2  SITUATION
  6  SIX

  2  SIX-PART
 96  SIZE
  2  SIZES
 20  SO
  7  SOCIAL

  3  [redacted]
  4  SOLDIER's
  8  SOME
  8  SOMEONE
  2  SOMETHING
```

```
 2  SOMETIMES
 4  SOON
66  SOP
[redacted]
 8  SORT
[redacted]
 8  SORTED
27  SORTING
10  SOURCE
 8  SOURCES
[redacted]
 2  SUBACCOUNT
 2  SUBCOURSE
10  SUBDIVISION
 4  SUBDIVISIONS
62  SUBJECT
 2  SUBJECTS
[redacted]
22  SUBMIT
12  SUBMITTED
 6  SUBMITTING
[redacted]
10  SUBPARAGRAPH
 6  SUBPARAGRAPHS
12  SUBSEQUENT
 2  SUBTRACT
 2  SUCCEEDING
33  SUCH
10  SUFFICIENT
 2  SUITCASES
 2  SUM
76  SUMMARY DOCUMENT
 8  SUMMARY
[redacted]
 2  SUPERIMPOSED
 6  SUPERSEDED
 2  SUPERSEDES
16  SUPERVISOR
 2  SUPERVISOR'S
 4  SUPERVISORS
[redacted]
 8  SUPPLEMENT
37  SUPPLIES
 6  SUPPLY
```

10 SUPPORT
8 SUPPORTED
9 SUPPORTING
2 SUPSD
7 SUR

40 SURE
2 SURETY
22 SURFACE
3 SUSPECTED
26 SUSPENSE

62 SYMBOL
2 SYMBOLS
18 SYSTEM
2 SYSTEMS

2 T

76 TABLE

2 TAFFS
4 TAGS
17 TAKE
7 TAKEN
8 TAKING

2 TAMPERING
50 TAPE
22 TAPES
43 TASK
2 TASKS

2 TAXES
2 TEARIN[redacted]
2 TECHNICAL
[redacted]
8 TELECOMMUNICATIONS

2 TELEGRAM
6 TELEPHONE
8 TELL
[redacted]
2 TEMPORARILY

1 TEMPORARY
2 TEN
2 TENTH
4 TERMINAL
6 TERMINATED

2 TERMINATION
4 TERMINOLOGY
2 TEST
16 TEXT
2 TEXTBOOK 7

[redacted]
30 TIE
2 TIED

24 TIES
[redacted]
74 TIME
[redacted]
7 TIMES

24 TITLE
2 TITLED
10 TITLES
2 TO TABLE
[redacted]

[redacted]
3 TC
12 TCE
20 TOGETHER
6 TOLERANCE

221

```
  8   TOO
 86   TOP
  2   TOPIC
 98   TOTAL
  4   TOTALLY

  4   TOUR
 10   TOWN
  2   TOWN-IN
  4   TURNED
  2   TYING

150   TYPE
 68   TYPED
  2   TYPES
 20   TYPES
  2   TYPEWR

  2   TYPEWRI
 44   TYPEWRITER
  2   TYPEWRITTEN
 28   TYPING
  2   USED

  2   UNDERSECTION
  2   UNDO
  2   UNDO
  2   UP
 12   VALID

  9   VALIDATION
  2   VALIDITY
  2   VALUABLE
  2   VALUE
 74   VALUE

  2   VALUES
  2   VARIABLE
  3   VARIABLES
  8   VARIOUS
  6   VARY

  5   VAULT
  5   VERIFICATION
  7   VERIFIED
 71   VERIFY
  4   VERIFYING

  2   VERTICAL
  2   VERY
  2   VIETNAM
  2   VIEW
  4   VITAL
```

123

4	VOIDED
[illegible]	[illegible]
12	VOLUME
4	VOLUMES
4	VOUCHER
20	VOUCHERS
[illegible]	[illegible]
4	[illegible]
2	WANTING
34	WANTS
4	WARNINGS;
77	WAS
2	WASHINGTON
[illegible]	WASTE
23	WAY
6	WAYS
16	WEIGH
2	WEIGHING
42	WEIGHS
78	WEIGHT
[illegible]	WELL
2	WELL-ORGANIZED
11	WERE
[illegible]	WI
[illegible]	[illegible]
[illegible]	[illegible]
6	WIDELY
4	WIDTH
[illegible]	[illegible]
220	WILL
23	WINDOW
2	WINDOWS
2	WISH
2	WISHED
2	WISHES
[illegible]	[illegible]
4	WIT
298	WITH
4	WITHDRAW
4	WITHDRAWN
90	WITHIN
[illegible]	[illegible]
26	WITHOUT
2	WITHSTAND
48	WITNESS

121

60	WORD
42	WORDS
20	WORK
4	WORKDAY
8	WORKING
6	WOULD
2	YE
16	YEAR
2	YEARLY
12	YEARS
2	YEL
22	YELLOW
2	YES
2	YIELDS
206	YOU
305	YOUR
4	ZERO
18	ZIP
14	ZONE
4	ZULU

521

FREQUENCY/WORD	FREQUENCY/WORD	FREQUENCY/WORD	FREQUENCY/WORD
13 TO	870 FOR	690 FORM	674 SEE
MAIL	585 BE	375 BY	371 LINE
06	329 IRM	313 NUMBER	309 NOT
5 YOUR	298 WITH	296 YOU	292 POSTAGE
89 PARAGRAPH	284 FIGURE	254 MONEY	231 A
B	227 PART	223 DA	220 WILL
3 PATRON	213 IF	207 DATE	203 MUST
94 LETTER	191 POSTAL	189 LEFT	183 MAY
86 REGISTERED	183 C	180 RECEIPT	178 BELOW
73 COPIES	172 MORE	166 FILE	159 DOCUMENT
56 PUB	155 EACH	154 PAGE	152 FEE
5 TYPE	140 RETURN	140 SURE	134 MARGIN
23 D	123 RECEIVED	119 NO	118 SAME
7 COPY	117 MAILING	117 REQUIRED	116 METER
15 NAME	114 SERVICE	112 E	112 COMPLETE
DELIVERY	110 DUPLICATE	108 MILITARY	106 POST
05 HAVE	104 LAST	102 PERFORMANCE	101 CORRESPONDENCE
97 LOCAL	93 DISTRIBUTION	92 SIGNATURE	90 WITHIN
REGISTRY	88	88 BEGINNING	89 SECOND
TOTAL	86 FIRST	86 LINES	85 TOP
15 AVAILABLE	85 KEEP	84 CENTER	84 FORMS
OC	83 RECORD	82 CORNER	79 AUTHORITY
73 BODY	78 FOUO	78 LENGTH	78 WEIGHT
77 MATERIAL	77 WAS	76 STATISTICS OPERA	76 COMMENTS
76 AUTHOR	76 DOCUMENT	76 OPERATOR	76 DOCUMENT
76 STANDARDS	76 RATE	76 SHIPPED DOCUMENT	76 TABLE
75 MATTER	74 AUTHORIZED	74 COUNTRY	74 CUT
74 TIME	74 VALUE	73	73 BILL
71 HAS	7. VERIFY	70 PERFORMANCE	70 NECESSARY
70 NUMBERS	69 E	69 NOTE	69 2
69 FOLLOWING	68 COMMENT	63 PAGES	69 REQUISITION
68 SECTION	68 TYPED	65 BEING	66 CERTIFIED
65 LESS	66 RECORDS	66 SOP	64 ENTER
64 2	62 PARCEL	62 SUBJECT	62 SYMBOL
61 AR	61 CORRECT	60 COMPUTE	60 FIGURES
60 PUBLICATIONS	60 SIGN	60 TAPE	60 WERE
58 RIGHT	58 COMPLETED	57 S	57 DOMESTIC
56 EQUIPMENT	56 SIZE	54 LISTED	54 REFERENCE
54 SENT	53 REFERENCES	52 CASH	52 CODE
52 LABEL	52 PAPER	5. A	52 BEEN
51 CONTROL	50 B	50 DISPATCH	50 GC
49 3	49 FOURTH	48 G= 4 J2	48 G= 4 75
46 LIST	48 PAY	48 PATRONS	48 PUBLICATION
43 SIDE	48 WITNESS	47 CANNOT	46 6
46 7	46 BEFORE	46 FILES	45 F
45 4	45 CONTAINS	45 EXAMPLES	45 SENDER
44 BOOK	44 DISPOSITION	44 KEEP	44 MANIFOLD
44 REVIEW	44 TYPEWRITER	43 =	43 = = H 4 4
43 =	43 NOTE	43 OUTGOING	43 OUTSIDE
42 TASK	42 C	42 BASIC	42 DICTIONARY

FREQUENCY/WORD	FREQUENCY/WORD	FREQUENCY/WORD	FREQUENCY/WORD
42 GIVE	42 MATERIALS	42 SEPARATE	42 WEIGHS
42 WORDS	41 =* =NNF C 2 = *	41 HE	40 9
40 DETERMINE	40 GIVEN	40 REQUEST	39
39 2	39 FORMAT	39 MAKE	39 REQUIRE!
39 SEND	38 CONTAINER	38 EQUAL	38 G= 4 73 4 05 =
38 HEAD	38 MESSAGE	38 OUNCES	38 PARTS
38 POUNDS	37 DOES	37 FOLLOW	37 PARAGRAPHS
37 PERSON	37 SERVICES	37 SUPPLIES	36 CAPITALIZATION
36 CONTENTS	36 HIM	36 LOWER	36 NUMERICAL
36 REQUESTS	36 SUPERVISOR	35 COIN	35 DAYS
35 HIS	35 LISTING	35 POSTMASTER	34 Y
34 D	34 13	34 COMBINED	34 CUSTOMS
34 FIFTH	34 G= 4 05	34 LETTERHEAD	34 LIMITATIONS
34 NUMBERED	34 SERIES	34 WANTS	33 SUCH
32 4	32	32 BOTH	32 CONTINUATION
32 FILED	32 FORWARD	32 MANUAL	32 MEET
32 REPORT	32 REVERSE	32 SET	31 E
31 COMMANDER	31 DIRECT	31 HANDLING	30 VERIFY
30 ?	30 AUTHORIZATION	30 BASED	30 BEGIN
30 CLUB	30 EXCEED	30 PAID	30 RECEIVE
30 REQUIREMENTS	30 TIE	29 3	29 4
29 13	29 BUT	29 DAMAGED	29 FIRM
29 SUSPENSE	28 14	28 CONTAIN	28 LEAVE
28 MEMORANDUM	28 NONMILITARY	28 PACKED	28 PORTION
28 TYPING	28 WORK	27 12	27 FIXED
27 II	27 MAILED	27 NEW	27 SORTING
26 G* =4 > E=6 Z=	26 = *$< S#R 9X2	26 AFTER	26 ASSEMBLE
26 INSURE	26 VERIFY	26 <	26 < #
26 < - =6W - =6	26 #<6	26 ¬= #	25 CARD
26 COMPLETELY	26 COVER	26 DISPATCHED	26 DOCUMENTS
26 FOLLOWS	26 FUNCTIONAL	26 HEADING	26 MACHINE
26 NEED	26 PIECES	26 WITHOUT	25 F
25 G	25 LEAST	25 LETTERS	25 REPLY
25 SECURITY	25 SERVING	25 SIGNED	24 < - =6' -
24 BETWEEN	24 BOTTOM	24 CERTIFICATE	24 CURRENT
24 DAY	24 ODD	24 FACING	24 GIRTH
24 KEYSER	24 LOSS	24 MAILABILITY	24 MARKING
24 PAPERS	24 RETURNED	24 SEALED	24 TIES
24 TITLE	23 FINAL	23 PERSONAL	23 SIGNING
22 C	22 5	22 15	22 DEVICE
22 FILLED	22 LABELS	22 LOCATION	22 MARGINS
22 MEASURE	22 RECEIPTS	22 REPAIR	22 SEAL
22 SELECTED	22 SUBMIT	22 SURFACE	22 TAPES
21 WINDOW	22 YELLOW	21 DIRECTLY	21 PERSONNEL
21 SIGNS	20	20 AR	20 R I
20 BOND	20 CANCELING	20 CASES	20 DATING
20 DESTINATION	20 FINANCE	20 G= F4 Z K4 K J	20 MADE
20 MAILABLE	20 MAINTAIN	20 NEXT	20 PACKETS
20 REQUESTED	20 REQUIREMENT	20 RESTRICTED	20 SEQUENCE
20 SERIAL	20 SO	20 TOGETHER	20 TYPES

FREQUENCY/WORD	FREQUENCY/WORD	FREQUENCY/WORD	FREQUENCY/WORD
20 VOUCHERS	19 REFERENCE	19 BACK	19 DELIVERED
19 DUE	19 FIND	19 HAND	19 HEADQUARTERS
19 READY	19 SUPPORTING	18	18 [illegible]
18 6	18 10	18 >= V4 75	18 CATEGORY
18 COLUMN	18 CORRECTED	18 COURIER	18 DESCRIPTION
18 DESIRES	18 DETERMINED	18 DIVIDED	18 EXAMPLE
18 III	18 MARKED	18 MESSAGEFORM	18 MOST
18 NEED	18 OUTLINED	18 PER	18 POUCH
18 REGULATION	18 SYSTEM	18 WAY	18 ZIP
17 HAVING	17 HOWEVER	17 LOCATOR	17 MAIL CONDITIONS
17 REMOVING	17 TAKE	16 16	16 17
16 BUSINESS	16 CANCEL	16 CITY	16 CODES 2
16 CONSECUTIVELY	16 DAMAGE	16 DECLARATION	16 EVIDENCE
16 EXCEPTION	16 FILING	16 FORWARDING	16 FOUR
16 G= X4 4	16 JOINT	16 LOST	16 MAILER
16 MANY	16 MAXIMUM	16 NONRECEIPT	16 PACKAGE
16 PAYMENT	16 PERMANENT	16 PERMITTED	16 PINK/GREEN
16 PUNCTUATION	16 PURPOSE	16 RECEIVING	16 RELEASE
16 RETAIN	16 RESEARCH	16 SENSITIVE	16 TEXT
16 WEIGH	16 YEAR	15	15 AR
15 =C < A 6	15 DOCUMENTATION	15 LOCKED	15 NORMALLY
15 REQUIRES	15 ROUTING	15 SAFE	15 SECURE
15 SINGLE	14 INDORSE	14 A	14 7
14 * H	14 BECAUSE	14 BILLS	14 CASE
14 COMPLETING	14 CONTAINED	14 CONUS	14 DISCLOSURE
14 DOUBLE	14 FORWARDED	14 FULL	14 FUNDS
14 KEY	14 LIMITATION	14 MAINTENANCE	14 MERCHANDISE
14 MINIMUM	14 MISSING	14 NEEDED	14 PACKET
14 PERSONS	14 REMITTANCE	14 REPEAT	14 REQUISITIONED
14 SERVED	14 ZONE	13 VINES	13 IN
13 DA	13 DEAD	13 DELIVER	13 DESTROY
13 EITHER	13 EXCHANGE	13 POUCHES	12
12 =	12 = =4 =6A	12 00	12 02
12 OUTGOING	12 8	12 CONDITIONS	12 16
12 AR	12 B= H V-	12 BOOKS	12 CALLED
12 CARBON	12 COLLECT	12 COLLECTED	12 COMBINATION
12 COST	12 COVERING	12 DATA	12 DESK
12 DIRECTORY	12 DIVIDE	12 DURING	12 EIGHTH
12 EXCHANGED	12 FIVE	12 GOVERNMENT	12 HANDWRITTEN
12 MAINTAINED	12 MARK	12 MEANS	12 MINUTE
12 MIXED	12 NOTIFY	12 PAY	12 POSSIBLE
12 RELEASED	12 REQUESTING	12 SACKS	12 SUBMITTED
12 SUBSEQUENT	12 TOE	12 VALID	12 VOLUME
11 YEARS	11 A	11 OBTAIN	11 DEPARTMENT
11 DESIGNATED	11 FURTHER	11 MONTH	11 MONTHS
11 NAMED	11 PUBLISHED	11 RED	11 WERE
10	10 8 1	10 INSURE	10
10	10	10 9	10 'S
10 >=	10 AIR	10 AVION	10 CANCELLATION
10 CERTAIN	10 COMMENTS	10 COMPARING	10 CONDUCT

FREQUENCY/WORD	FREQUENCY/WORD	FREQUENCY/WORD	FREQUENCY/WORD
20 DENIES	10 DISC[illegible]E	10 EXCEPT	10 FACE
[illegible] FACILITY	10 FOLLOWED	10 GUARD	10 GUIDANCE
20 HOW	10 LEVEL	10 LIMITS	10 LOCKING
10 LOG	10 MAJOR	10 MARKINGS	10 MESSAGES
10 NONMAILABLE	10 PAR	10 PAYEE	10 POSTED
10 REGISTRATION	10 REGULATIONS	10 RIFLING	10 ROLL
10 [illegible]QUIRED	10 RULES	10 SACK	10 SECURED
10 SEVERAL	10 SOURCE	10 SUBDIVISION	10 SUBPARAGRAPH
10 SUFFICIENT	10 SUPPORT	10 TITLES	10 TURN
10 VARIABLES	9	9 0	9 BEARING
9 CUSTODIAN	9 DAILY	9 EVERY	9 HANDLED
9 KEPT	9 METHOD	9 SEPARATELY	9 VALIDATION
8	8	8	8
8 ULE	8 YOU	8 YOUR	8
8 A	8 B	8	8 AFFIX
8 INDORSE	8 BEYOND	8 CANCELED	8 COLUMNS
8 COMPLETENESS	8 COMPONENTS	8 CONTACT	8 CONTAINERS
8 CONTROLLED	8 COPY-FURNISHED	8 CORRECTLY	8 COVERED
8 DELIVERING	8 DESCENDING	8 DESCRIBES	8 DESTROYED
8 DIFFERENCES	8 DIFFERENT	8 DODISPR	8 DON'T
8 EVEN	8 EXCEEDS	8 EXISTS	8 FOLDER
8 GENERAL	8 HYPHENATE	8 KEYPUNCH	8 LARGE
8 LOCK	8 MAILROOM	8 MATERIAL CONDITIONS	8 NEATNESS
8 NOTICE	8 OUNCE	8 OUTER	8 PAL
8 PARCELS	8 PARTIAL	8 PARTIALLY	8 PATRONS
8 PERIOD	8 PERMIT	8 PICK	8 POSTING
8 PURCHASER	8 READINGS	8 RELATED	8 RELEASER
8 REMAINDER	8 REQUISITIONS	8 RESULTS	8 SEAMS
8 SECRET	8 SENTENCE	8 SOME	8 SOMEONE
8 SORT	8 SORTED	8 SOURCES	8 SUMMARY
8 SUPPLEMENT	8 SUPPORTED	8 TAKING	8 TELECOMMUNICATIONS
8 TELL	8 VARIOUS	8 WORKING	7 AD
7 B	7 FAMILIAR	7 GOING	7 HIGHER
7 LOCALLY	7 MANAGEMENT	7 OVER	7 POUCHES/SACKS
7 REACH	7 REQUIRING	7 SOCIAL	7 TAKEN
7 TIMES	7 VERIFIED	6 B	6 BE
6 4	6 VB 1	6 ADDITIONAL	6 ALL
6 ARTICLES	6 INCLOSURES	6 INFORMATION	6 INQUIRIES
6	6 D	6 I	6 IF
6 3 M4	6 5 05 01 1	6 ASK	6 <2 = B 1
6 >= 5	6 A-[illegible]	6 A-3	6 BALTIMORE
6 BEGINS	6 BEHIND	6 BOUND	6 BUILDING
6 CANADA	6 CAPITAL	6 CARDS	6 CARRIED
6 CASHED	6 CIRCUMSTANCES	6 CITIES	6 COINS
6 COME	6 COMMAND	6 CONDITION	6 CONDUCTED
6 CONSISTING	6 CONTAINING	6 COUPON	6 COURTESY
6 CUSTOMER'S	6 DECLARED	6 DEFECTIVE	6 DELETED
6 DESKS	6 DIRECTIVE	6 DISCREPANCIES	6 DISCREPANCY
6 DISPATCHING	6 DISPLAYED	6 DIVIDING	6 DIVISION
6 DOCUMENT/CORRESPONDENCE	6 DOUBLE-SPACE.	6 DOWN	6 EVEN

FREQUENCY/WORD	FREQUENCY/WORD	FREQUENCY/WORD	FREQUENCY/WORD
6 EVENTS	6 EXAC	6 EXACTLY	6 EXCEPTIONS
6 EXTENDED	6 EXTRA	6 FEWER	6 FIRMS
6 FOREIGN	6 FOUND	6 FUNCTIONS	6 G= 5 3 >
6 G= 3 /4 <6 #6 6 =6	6 GUARANTEED	6 GUIDE	6 H= P5 4
6 HANDBOOK	6 HOURS	6 LABELED	6 LETTER CONDITIONS
6 LETTER/PARCEL	6 LEVERS	6 LIBRARY	6 LISTINGS
6 NUMBER	6 MEASURES	6 MINUTES	6 MULTIPLE
6 NET	6 NORMAL	6 NOW	6 OVERLAPPING
6 OVERSEA	6 PARENTHESES	6 PARTICULAR	6 PAYEES
6 PERCENT	6 PERMANENTLY	6 PIECE	6 POSITION
6 POSITIONED	6 POSTER	6 POSTMARKING	6 PURCHASED
6 QUANTITY	6 RACKS	6 RATES	6 RECEIVES
6 RECEPTACLES	6 RECORDING	6 REFERENCE-SYMBOL	6 REFERENCES
6 REGULAR	6 REMOVED	6 RESERVE 2	6 RESOLVE
6 RESPONSIBLE	6 RESTRICTIONS	6 RETAIN	6 RETAINED
6 RUN	6 SAFEGUARDING	6 SATISFACTORY	6 SECTIONAL
6 SELECT	6 SIMILAR	6 SIX	6 SUBMITTING
6 SUBPARAGRAPHS	6 SUPERSEDED	6 SUPPLY	6 TELEPHONE
6 TERMINATED	6 TOLERANCE	6 VARY	6 WAYS
6 WIDELY	6 WOULD	5 C5	5 CENTS
5 CLASSIDS	5 DIGITS	5 HOME	5 KEEPS
5 MODIFIED	5 MONTHLY	5 OVERNIGHT	5 OVERSEAS
5 PERIODS	5 RECEPTACLE	5 VAULT	5 VERIFICATION
4 H	4 CB 1	4 XB 1	4 YB 1
4 HR	4 XB 1	4 YB 1	4 = 5
4 =	4 = 3 /4 E=6 F=6 G=6	4 =6 '<	4 VIMS/TD/4476
4 60	4 04	4 ACCOUNTABLE	4 ANNOTATE
4 ATTACH	4 INFORM	4 OPEN	4 OTHER
4 USPS	4	4 221-005-1222 DELIVER	4 E
4 F	4 G	4 11	4 3-70
4 3-73 RECEIPT	4 3-69 2>	4 SEE	4 THE
4 Z K4 K J	4 20	4 6| 6 =6	4 IS
4 BEGIN	4 YOU	4 <6	4 V5 G5
4	4	4 AN	4 AS
4 INCLUDE	4 US	4 B	4 <2 =
4 $< 6<6$ 16	4 -= L5 5	4 AIRMAIL	4 AUDIT
4 AUDITED	4 AUTHENTICATION	4 AUTODIN	4 AVIS
4 H SM	4 BEARS	4 BER	4 BOOKCASES
4 CABINET	4 CALL	4 CAPABILITY	4 CATEGORIES
4 CENTERS	4 CIRCULATION	4 CIVILIAN	4 COMMUNICATIONS 2
4 COMPLETED	4 COMPLETION	4 COMPLIMENTARY	4 CONDUCTING
4 CONFIDENTIAL	4 CONJUNCTION	4 CONSISTS	4 CONTRACTORS
4 CONVERT	4 COORDINATION	4 CORRESPOND	4 CORRESPONDS
4 COUNTRIES	4 COUNTRY OF	4 COVERAGE	4 DATES
4 DE	4 DEALER	4 DEBIT	4 DEFENSE
4 DEFICIENT	4 DELAY	4 DEPENDING	4 DEPRECIATION
4 DESIGNATES	4 DESIGNATION	4 DETERMINING	4 DIFFERS
4 DIRECTION	4 DIRECTIVES	4 DIRECTORATE	4 DISCUSS
4 DISCUSSED	4 DISTR	4 DOCUMENT/ITEM	4 DOCUMENTS/CORRESPONDENCE
4 DOLLARS	4 DONE	4 DOUBLE SLANT	4 DUPLICATES

FREQUENCY/WORD	FREQUENCY/WORD	FREQUENCY/WORD	FREQUENCY/WORD
4 DUPLICATION	4 DUTY	4 EASIER	4 EIGHT
4 EXCESS	4 EXISTING	4 EXPECTANCY	4 EXPECTITIOUS
4 EXPIRES	4 EXPRESS	4 FEES	4 FEET
4 FILES CONDITIONS	4 FORT	4 GEOGRAPHIC	4 GEOGRAPHICAL
4 GET	4 GOES	4 GOLD	4 GOVERNMENTS
4 HANDLE	4 HELP	4 HIGHEST	4 I= #%
4 JANUARY	4 KENNEDY	4 LABELING	4 LE*C
4 LESSON	4 LETTERS/LETTER	4 LEVER	4 LIFE
4 LIMIT	4 LINED	4 LOUIS	4 MATTER'S
4 MAILINGS	4 MANIFOLDS	4 MAP	4 MISSING
4 MESSENGER	4 MISSION	4 MUSIC	4 MUTILATED
4 NAMES	4 NATURE	4 NOTED	4 NY
4 OVAL	4 PACKAGES	4 PAYROLL	4 PENALTY
4 PENCIL	4 PEOPLE	4 PERFORMED	4 PERFORMING
4 POLICIES	4 POSITIVE	4 POSTMARK	4 POSTMARKED
4 POUCH/SACK	4 PUBLICATIONS 2	4 PURCHASE	4 QUALIFY
4 RARELY	4 RATHER	4 REASON	4 REASONABLE
4 REASONS	4 RECEPTION	4 RECOGNIZED	4 REGISTER
4 REMAINING	4 REMINDER	4 REPLENISH	4 REPUTABLE
4 REQUESTER	4 RESOLVED	4 REVIEWED	4 ROOMS
4 RUBBER	4 SALE	4 SEALING	4 SEALS
4 SECTIONS	4 SENDER'S	4 SENDING	4 SENDS
4 SETTLED	4 SIDES	4 SIGHT	4 SINCE
4 SOLDIER'S	4 SOON	4 SUBDIVISIONS	4 SUPERVISORS
4 TAGS	4 TERMINAL	4 TERMINOLOGY	4 TOTALLY
4 TOUR	4 TURNED	4 VERIFYING	4 VITAL
4 VOIDED	4 VOLUMES	4 VOUCHER	4 WANT
4 WARNINGS	4 WIDTH	4 WIT	4 WITHDRAW
4 WITHDRAWN	4 WORKDAY	4 ZERO	4 ZULL
3	3 STANDARD	3 IF	3 USE
3 BALANCE	3 COMPUTED	3 CONCERNING	3 CONSIST
3 DESIGNED	3 EXCLUSIVE	3 FOLDED	~~3 FOTAS CONDITIONS~~
3 FORWARDABLE	3 GOVERNED	3 LEARNED	3 LOCATED
3 LUNCH	3 OVERAGES	3 POLICY	3 PUBLISHER
3 PURPOSES	3 QUICKLY	3 REPRODUCE	3 RETURNING
3 ROUTE	3 SETS	3 SOLD	3 SUSPECTED
3 WASTE	2	2	2 B
2	2	2 BIT	2 D
2 GBLINE	2 XB 11	2	2 B
2 RCES	2 BD	2 BDDRESS	2 B'AW
2 BICE	2 BICTED	2 BIVE	2 BOU
2 BPING	2 BS	2 BSTIC	2 BTE
2 B'2	2 B19	2 BARTICLE	2 BE
2 BLARATICN	2 BN	2 BS	2 BSPECIAL
2 BUT	2 B 1	2 BINED	2 BY
2 BAR	2 BCE	2 BGNMENT	2 BOST
2 B216-R	2 B 1	2 BLERK	2 B ?
2 B	2 BCD	2 BW	2 CBIF
2 CBO	2 DB 1	2 DBUGH	2 EB 1
2 FBRY	2 FB 1	2 FB	2 GB 1

FREQUENCY/WORD	FREQUENCY/WORD	FREQUENCY/WORD	FREQUENCY/WORD
2 GRIN	2 EGCS	2 GBR	2 HB
2 HBTHE	2 IB	2 IBCS	2 PB 1
2 PBNTERS	2 TB 1	2 TBCATION	2 UBHED
2 UBORIGINAL	2 VB 13	2 VB	2 VBA
2 VBCOMBINED	2 VBE	2 VBER	2 VBCRMANCE
2 VBOVAL	2 VBTHL	2 VBY	2 XB
2 YB	2 YBMARGIN	2 6B 1	2 6BLCW
2 9B 1	2 9BCCCUMENT	2 995	2 9B4
2 A 1	2 AFEGUARDING	2 ARELEASED	2 B 1
2 B 1	2 3B 1	2 3BER	2 4BRE
2 4BRAINED	2 C 7	2 E 7	2 UF J_ 3 3
2 CB	2 A	2 B	2 B
2 X3	2 YB	2 5F J_ 3	2 B
2 J BAND	2 Q B	2 DB 1	2 HB 1
2 L WB 1	2 L B 1	2 L	2 B 1
2 LB 1	2 GB 1	2 TB 1	2 BB 1
2 9B 1	2 B 1	2 3B 1	2 4B 1
2 N IB 1	2 R B 1	2 S B 1	2 S
2 T UN 1	2 B	2 BUAL	
2 B	2 BR	2 CB	2 HBTER
2 VBNER	2 XB	2 XBERK	
2 B	2 B 1	2 PB 1	2 VB 1
2 S	2 S FB 1	2 T B 1	2 T B 1
2 < 4 #4	2 9	2 $ B	2 / E A I O
2 = 3	2 = Z=Q#P	2 = 3* <M # <M <6	2 = B 1
2 = 4B 1	2 = B 1	2 BPARTS	2 X CB 1
2 Y	2 Q7	2	2
2	2	2 J_ 7	2 150
2 A	2 98ANOTHER	2	2 FB
2 4NDETACH	2 ABANDONED	2 ACTUAL	2 ADDRESS
2 ADDRESSEE'S	2 [illegible]	2 AFFIX	2 AGENT
2 ALWAYS	2 AN	2 ANALYZE	2 APC
2 APPLY	2 ARRANGE	2 ARTICLE	2 E? BVIDENCE
2 EACH	2 ELECTRIC	2 I@ B 1	2 IDENI
2 [illegible]	2 INDORSEE	2 INITIAL	2 INTERIM
2 INVOICE	2 [illegible]	2 OBSERVE	2 OBTA FBIN
2 OPERATING	2 ORDINARY	2	2 Y
2 3	2	2 CIFIED	2 SRIAL CONDITIONS
2 [illegible] TYPE	2 121-004-1202 TYPE	2 121-004-1203 TYPE	2 121-004-1204 TYPE
2 121-004-1205 TYPE	2 121-004-1207 PREPARE	2 121-004-1208 TYPE	2 121-004-1216 TYPE
2 121-004-1207 ESTABLIS	2 121-004-1228 FILE	2 121-004-1230 TYPE	2 121-004-1292 TYPE
2 121-004-1233 ASSEMBLE	2 121-004-1515 POST	2 121-004-1516 CONDUCT	2 121-004-1517 RECEIPT/
2 [illegible] TRANSFER	2 121-005-1201 ACCEPT	2 121-005-1205 ACCEPT	2 121-005-1208 ACCEPT
2 121-005-1211 ACCEPT	2 121-005-1212 MAINTAIN	2 121-005-1213 SELL	2 121-005-1214 CASH
2 121-005-1215 PREPARE	2 121-005-1216 PROCESS	2 121-005-1218 DISPATC	2 121-005-1219 OPERATE
2 121-005-1223 DISPATCH	2 121-005-1224 MAINTAIN	2 121-005-1320 PREPARE	2 121-030-1504 MAINTAIN
2 121-030-1505 PREPARE	2 121-030-1507 SAFEGUAR	2 2-# #<	2 2-9# <
2 3-# #<	2 3-6# <	2 F4 Z K4 K J	2 3-#
2 C	2 AR	2 1J	2 12
2 F	2 J	2 * <M <6 3	2 B 1

FREQUENCY/WORD	FREQUENCY/WORD	FREQUENCY/WORD	FREQUENCY/WORD
2	2	2	2
2 =6* -	2	2	2
2	2	2	2 INSURED
2 4	2 J	2	2
2 C	2 E	2 F	2 G
2	2 D PB	2 I	2
2 *3	2 .4	2 A	2 B4
2 38C	2 BC	2 EB	2 C
2 D XB	2 D* B	2 J	2 2
2	2 FIGURE	2 3-77	2 3-78 ATELY
2 3-71 FICE	2 3-72 O	2 3-74 STRY	2 3-76 UMBERED
2 FIGURE	2 3-75 NVOICE	2 3	2
2 $ CB	2 4B H	2 YB E	2 2 2 2> 13 =4
2 J	2 1	2 10	2
2 =4 =6A	2 =6	2 =2 =	2 ANY
2 ARDS	2 BOTH	2 CAPITALIZATION	2 CCCUNTABLE
2 CUMENT	2 E	2 ED	2 F=
2 FERS	2 IF	2 IL	2 IMPORTANT
2 IN	2 MAXIMUM	2 N	2 NCNE
2 OF	2 OOK	2 PERF VB 1	2 PEPF
2 PERFORM	2 PMENT	2 PPER	2 PS
2 Q5 =	2 STANDAR WBDS	2 STRUCTIONS	2 TRAINING
2 TB	2 TYPE	2 UNDER	2 VING
2 V5 05	2 WHEN	2 Y	2 * EB
2 YB9	2 21	2 22	2 23
2 4 * V4	2 75	2 XB	2
2	2	2 B 2	2 POSTAL
2 -2	2 = 3 /4 <6 #6| 6 =6	2 AGE	2 ASSEMBLE
2 I	2 ING	2 INTERNATIONAL	2 C
2 ONLY	2 UTY	2 BDISPATCHES	2 BPROPERLY
2 CBAND	2 FBORGANIZATION	2 GBSPELLING	2 BOTHER
2 BUSED	2 CBTHE	2 EBCORRECT	2 XBAND
2 YBTHE	2 B IF	2 BMONEY	2 BFIGURE
2 CB I	2 OBDATE	2 9BWITH	2 BNUMBERS
2 3BBOTH	2 BARTICLE	2 B WHEN	2 GBTWO
2 VB	2 XBTHE	2 DB	2 FRTOTAL
2 VB5	2	2 BOF	2 CBARTICLE
2 XBFIGURE	2 BNUMERICAL	2 BIS	2 YB
2 4B	2 BINSURED	2 BPS	2 B
2 XBND	2 9BUF	2 B	2 BYOUR
2 BWITNESS	2 .FB	2 HBIS	2 VBTHE
2 XBACCOUNTED	2 BCANNOT	2 BTHE	2 YB
2 B	2 BPART	2 B I	2 CBWITH
2 VB	2 B I	2 B I	2 B
2 B 3	2 IBRECEIVE	2 XBA	2 YBTO
2 9B	2 9B	2 3BTHE	2 B
2 B	2 BOR	2 FBTHIS	2 VBTOGETHER
2 YBTHE	2 9BNUMBERS	2 AENCRYPTED	2 HBON
2 8BARE	2 BSORTING	2 DB STANDARDS	2 YB3 C-50
2 EBREQUEST	2 IBONE	2 VB DETERMINE	2 WB

FREQUENCY/WORD	FREQUENCY/WORD	FREQUENCY/WORD	FREQUENCY/WORD
2 XBTIME	2 BCUNC	2 B	2 I
2 BCOMBINED	2 BFCR	2 BFOR	[illegible]
2 BBELOW	2 XBSCP	2 BBINFORMATION	2 [illegible]
2 YB 1	2 BCANCEL	2 AFFIX	2 [illegible]
2 | YBBE	2 A K BR	2 A	2 /G
2 ALL	2 ALLOWING	2 APPLY	2 AT
2 ENTER	2 IMMEDIATELY	2 INDICATE	2 CN
2 UPON	2 USING	2 USPS	2 B 1
2 B	2 BNO	2 BLESS	2 B
2 CBCOMMANDER	2 [illegible]	2 VB	2 < BON
2 <Q#P	2 [illegible]	2 | BUSPS	2 | WDTOTAL
2 | BANY	2 B D	2 BPAGE	2 VB
2 BBSTEP	2 <2 = B 1	2 <2 = B 1	2 <2 = FB 1
2 <2 = IB 1	2 <2 = UB 1	2 <2 = VB 1	2 <2 = A 1
2 [illegible]	2 $ BTHE	2 [illegible]	2 $< #<6
2 BDAMAGED	2 % BOF	2 > 3<6 *Y=	2 [illegible]
2 =2#<	2 [illegible]	2 [illegible]	2 [illegible]
2 A	2 [illegible]	2 [illegible]	2 &
2 [illegible]	2 [illegible]	2 [illegible]	2 [illegible]
2 [illegible]	2 [illegible]	2 [illegible]	2 [illegible]
2 [illegible]	2 [illegible]	2 [illegible]	2 [illegible]
2 AFRICAN-AMERICANS	2 ATACRAFT	2 AIT	2 AUDITS
2 AUSTRALIA	[illegible]	2 AUTHORITIES	[illegible]
[illegible]	2 AUTOMATICALLY	[illegible]	2 AVERAGES
2 B	[illegible]	2 B	2 B
2 B	[illegible]	[illegible]	[illegible]
2 B 12	2 B	[illegible]	[illegible]
2 B	[illegible]	[illegible]	2 B
[illegible]	[illegible]	2 B.CKSTAMP	2 BACKUP
2 BANCE	2 BANDS	2 BAR	2 BASE
[illegible]	[illegible]	2 BASIS	2 BAY
[illegible]	2 BBECMES	2 BED	2 BEFORE
2 BEFORE#	[illegible]	2 BERSON	2 BESS
2 BEST	2 BEY	2 BILL	[illegible]
2 BOLD	2 BOLIVIA	2 BONEY	2 BONNECT
[illegible]	2 BOX	2 BOXES	2 BULK
2 BURMA	[illegible]	[illegible]	2 C
[illegible]	[illegible]	2 C	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	2 C=	2 CAMBODIA
2 CANT	[illegible]	[illegible]	[illegible]
[illegible]	2 CF	2 CAREFUL	2 CATALOG
2 CATALOGS	[illegible]	[illegible]	2 CENTS
2 CERTIFICATES	2 CODE/APO	[illegible]	[illegible]
2 CC	[illegible]	[illegible]	2 CODES
2 CCDESFROM	2 COLON	2 COLLECTING	2 COLLECTOR
2 COLOMBIA	2 COMMANDER'S	2 COLUMBIA	[illegible]
[illegible]	[illegible]	2 COMMONLY	[illegible]
[illegible]	[illegible]	[illegible]	2 COMPANY

1,531

FREQUENCY/WORD	FREQUENCY/WORD	FREQUENCY/WORD	FREQUENCY/WORD
2 COMPONENT	2 COMP ISE	2 COMPU	2 COMPUTING
[illegible]	2 CON —	[illegible]	[illegible]
2 CONNECT	2 CONNECTION	2 CONNTS	2 CONSIDERED
2 CONSOLIDATED	2 CONSTANT	2 CONSTANTLY	2 CONSTITUTE
2 CONSTRUCTED	2 CONSULT THE	2 CONSULTING	2 CONTACT YOUR
2 CONTINUES	[illegible]	2 CONTINENTAL	[illegible]
2 CONTRIBUTE	2 CONUS-ADDRESSED	2 CONUS-DESTINED	2 CONUSMD
2 CONVERSE	2 CONVENIENT	2 COOPERATE	2 COORDINATES
[illegible]	2 COPONCY	2 COR	2 COR
[illegible]	2 CORRECTNESS	2 CORRESPONDENCE	2 CORRESPONDENCE CONDITION
2 CORRESPONDENCE DRESS	[illegible]	2 CORRESPONDENCE ON	[illegible]
[illegible]	2 CORRESPONDING	[illegible]	2 COUNT
2 COUNTS	[illegible]	2 COVERS	2 CUBA
[illegible]	2 CUSTOMER	[illegible]	[illegible]
[illegible]	[illegible]	2 DATED	2 DAYS'
[illegible]	2 DEALERS	2 DEALING	2 DEALS
2 DEALS	2 DEC	[illegible]	[illegible]
2 DECLARE	2 DECREASED	2 DEFINED	2 DEFINITE
2 DELIVERS	[illegible]	[illegible]	2 DEMAND
2 DEPARTED	[illegible]	2 DEPARTMENTS	2 DEPEND
[illegible]	2 DEPRECIATED	2 DEPTH	[illegible]
2 DESCRIBE	2 DESCRIBED	2 DESCRIBING	2 DESIGNATE
2 DESIRABLE	2 DESIRE	2 DESIRED	2 DESTINATIONS
2 DESTRUCTION	2 DETACH	2 DETAIL	2 DETE
2 DETERMINATION	2 DEVELOPED	2 DEVICES	[illegible]
[illegible]	2 DICTATE	2 DIE	[illegible]
[illegible]	[illegible]	2 DIGIT	[illegible]
2 DIRECTIVES CONDITIONS	2 DIRECTLY BELOW	2 DIRECTOR OF	2 DIRECTOR
2 DISCIPLINARIES	[illegible]	2 DISCIPLINARY	2 DISCUSSION
[illegible]	2 DISPATC	2 DISPATCHE	[illegible]
2 DISTANCE	2 DISTRIBUTED	[illegible]	2 DISTRIBUTION CONDITIONS
2 DISTRICT	[illegible]	2 DIVID BE	2 DIVIC
2 DIVIDER	2 DIVIDERS	2 DIVISI BON	[illegible]
2 DOCTRINAL	[illegible]	2 DOCUMENT 9B	2 DOCUMENTS/CORRESPONDENCE
2 DOLLAR	2 DOME	2 DOTTED	2 DOUBLE
2 DOUBLE-SPACING	2 DOUBT	2 DUPLICATED	2 DUPLICATING
2 DOTTABLE	[illegible]	[illegible]	2 EARLIEST
[illegible]	2 EQUALS	[illegible]	2 EVALUATION
[illegible]	2 EVERYONE	[illegible]	2 EXAMIN
2 EXAMINATION	[illegible]	[illegible]	2 EXCEEDING
2 EXCESSIVE	2 EXCHANGED AT	2 EXECUTIVE	2 EXPECTED
2 EXPENSES	2 EXPLAIN	2 EXTENT	2 EXTRACTS
2 EYOND	2 F	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	2 FACED
2 FACILITATE	2 FACT	2 FACTOR	2 FAILS
2 FAILURE	2 FAMILY	2 FASTER	2 FAULT
[illegible]	2 FEDERAL	[illegible]	[illegible]
2 FIELD	2 FIGU	2 FIGURE	2 FILE CONDITIONS
2 FILES	2 FILES ESS	2 FILES 4	2 FILLING
2 FINISHED	2 FIVE-DIGIT	2 FIX	[illegible]

FREQUENCY/WORD	FREQUENCY/WORD	FREQUENCY/WORD	FREQUENCY/WORD
[illegible]	[illegible]	2 FO	[illegible]
[illegible]	2 FOLDERS	[illegible]	2 FOOTNOTES
[illegible]	[illegible]	2 FORM	2 FORM
2 FORM CONDITIONS	2 FORM 3834	2 FORM 9B	2 FORM B
[illegible]	2 FORMAL	2 FORWARDING/RETURNIN	2 FORM B
[illegible]	2 FULLY	2 FUND	2 FURNISH
2 FURNISHED	2 FUTURE	2 GENERALLY	2 GENERATED
2 GENERATES	2 GEORGIA	2 GETS	[illegible]
2 GIFT	2 GOOD	[illegible]	[illegible]
2 GOVERNING	2 GUIDE ORMS	2 GUIDELINES	2 GUIDES/ DIVIDERS
[illegible]	[illegible]	2 HA	2 HAND-CARRY
2 HAND-CARRYING	2 HANDBAGS	2 HANDMADE	2 HANDPRINTING
2 HANDS	[illegible]	2 HEADINGS	2 HEAVY
2 HIGH	2 HOLD	2 HOLES	[illegible]
[illegible]	[illegible]	2 I	[illegible]
[illegible]	[illegible]	2 I UBN	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	2 I&W DB	[illegible]
2 JOB	2 JONES	2 JUDICIAL	2 JULIAN
2 JUST	2 KEEPING	2 KOREA	[illegible]
[illegible]	[illegible]	[illegible]	2 LABELINSED
2 LABOR	[illegible]	[illegible]	2 LEGIBLE
2 LEGED	[illegible]	[illegible]	2 LETTF
[illegible]	2 LETTERED	2 LETTERS/FLATS	2 LETTFE
2 LEWIS	2 LICENSE	2 LIEU	2 LIFT
2 LIKE	[illegible]	[illegible]	2 LIMITED
[illegible]	2 LIN	[illegible]	2 LINED-OUT
2 LINK	2 LISTS	2 LITIGATION	2 LC
[illegible]	[illegible]	2 LOCATE	2 LOCKS
2 LOGICAL	2 LOGS	2 LONGER	2 LOOSE-LEAF
2 LOSE	2 LOSSES	2 LOU PBIS	2 LOWEST
[illegible]	[illegible]	[illegible]	2 M
[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	2 MACHINE CONDITIONS
[illegible]	2 MAGAZINE	[illegible]	2 MAIL INDORSE
2 MAIL REFUSED	2 MAIL 3	2 MAIL 4	[illegible]
2 MAIL- ING	[illegible]	[illegible]	2 MAILCARER
2 MAILS	2 MAINTAINED ON	2 MALFUNCTION	2 MALFUNCTIONS
2 MAN	2 MANDATORY	2 MANI GBFCLD	[illegible]
2 MANUAL	2 MANUAL	2 MANUAL MODE	[illegible]
2 MANUAL OF	2 MANUAL 3	2 MANUAL 4	2 MANUFACTURER'S
2 MARK	[illegible]	[illegible]	2 MARKE
2 MARKE	[illegible]	2 MARKET	[illegible]
2 MASTER	2 MATCH	2 MATTERS	[illegible]
2 MEAN	[illegible]	2 MECALS	2 MEDICAL
2 MEETS	2 MEMORANDUM CONDITIONS	2 MEMOS	2 MENTICNED
[illegible]	2 MESSAGE AND	2 MESSAGE- FORM	2 MESSAGEFORMS
2 MESSAGES 3	2 MET	2 METHODS	[illegible]
2 MIGHT	[illegible]	2 MILITA	2 MISCELLANEOUS
2 MISO	2 MO	2 MOI	2 MON

FREQUENCY/WORD	FREQUENCY/WORD	FREQUENCY/WORD	FREQUENCY/WORD
2 MONE	2 MONE	2 MUTILATION	2 MOS
2 MOVEMENT	2 MULTIPLY	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	2 NEGATIVE
2 NEWSPAPER	2 NEARLY	2 NONDUTY	2 NONELECTRICAL
[illegible]	[illegible]	2 NORTH	2 NOT
2 NOT	2 NORMALLY TWO	2 NOTES	2 NOVEMBER
[illegible]	2 NOTATION	[illegible]	[illegible]
[illegible]	[illegible]	2 NUMBE	2 NUMISMATIC
[illegible]	2 NUMBe	2 NUMBE	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	2 OUTDATED	[illegible]
2 OUT	[illegible]	2 OVERALL	2 OVERLAP
2 OVERSIZED	2 P	2 P	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]
2 P-J	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	2 PACKAGE/DOCUMENT	2 PACKAGED	[illegible]
[illegible]	2 PAGE/COVER	2 PAPERWORK	2 PARA
[illegible]	2 PARA- GRAPHS	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	2 PARAGRAPHING
2 PARALLEL	[illegible]	[illegible]	[illegible]
[illegible]	2 PART 490	2 PASSED	[illegible]
[illegible]	2 PARTY	2 PATRO	[illegible]
[illegible]	[illegible]	[illegible]	2 PAYABLE
[illegible]	[illegible]	[illegible]	2 PENDING
[illegible]	[illegible]	[illegible]	2 PERFORM
2 PERFORMING	2 PERFORMANCE STEP	2 PERIODICAL	2 PERMANENTLY BOUND
2 PERMITS	2 PERSON	2 PERSONNEL 4	2 PIE
2 PINPOINT	2 POPULATION	2 PORTIONS	[illegible]
2 POSSIBLE DATE	2 POST CONDITIONS	[illegible]	[illegible]
2 POST- N	[illegible]	[illegible]	[illegible]
[illegible]	2 POSTMARKS	2 POSTMASTER/MILITARY	2 POSTMASTERS
2 POSTMASTERS	2 POUCH/ SACK	2 POUCH/ SACK	[illegible]
2 POUCHING	2 POUND	2 PO	2 PUBLIC
[illegible]	2 PUBLICATIONS	2 PUBLICATIONS 3	2 PUBLICLY
2 PULL	2 PUNC	2 PUNCH	2 PURGE
2 PUTTING	2 Q#P =6	2 QUALIFIES	2 QUANTITIES
2 QUARTERS	2 QUESTION	2 QUICKEST	[illegible]
[illegible]	2 R-3000284	2 RANK	[illegible]
[illegible]	[illegible]	2 REACHES	2 READ
2 READABLE	[illegible]	[illegible]	2 RECE
[illegible]	2 RECEIPT/NONRECEIPT	[illegible]	[illegible]
[illegible]	2 RECOMMEND	2 RECOMMENDED	[illegible]
[illegible]	2 REFERS	2 REFUSED	2 REFUSES
2 REGARDLESS	[illegible]	2 REGIONAL	[illegible]
2 REGISTE	[illegible]	[illegible]	[illegible]
[illegible]	2 REGISTERED-MAIL	2 REMEMBER	2 REMITTANCES
2 REMITTED	2 REPACKAGE	2 REPAIRING	2 REPEATING
2 REPLACING	2 REPLIES	2 REPORT CONDITIONS	2 REPORTED
2 REPORTING	2 REPRODUCED	2 REPUBLIC	[illegible]

FREQUENCY/WORD	FREQUENCY/WORD	FREQUENCY/WORD	FREQUENCY/WORD
[redacted]	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	[redacted]
2 REGC	2 RESCIND	2 RESCINDED	2 RESEARCH CONDITIONS
2 RESEARCHED	[redacted]	2 RESERVE 3	2 RESERVE
2 RESOURCES	[redacted]	2 RESPONSES	2 RESTRICTIVE
2 RESUPPLY	2 RETAIL	2 RETENTION	[redacted]
[redacted]	2 RETURNS	[redacted]	[redacted]
2 REVISED	2 REVOKE	[redacted]	2 RIBBON
2 RIBBONS	2 RIFLED	2 RIGHT-HAND	2 RIGHTFULLY
2 RISK	2 ROOM	2 ROTC	2 RUBBER-STAMPED
2 RULE	[redacted]	2 RUSH	[redacted]
[redacted]	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	2 SA
[redacted]	2 SA	2 SALUTATION	2 SALVAGE
2 SAMPLE	2 SAMPLES	2 SATISFACTION	2 SATISFACTORILY
2 SE	2 SEARCH	[redacted]	2 SECOND-CLASS
2 SECRET AND	[redacted]	[redacted]	2 SECURELY
2 SECURITIES	2 SECURITY CLASSIFICATION	[redacted]	2 SEEKING
2 SELF-ADDRESSED	2 SENDER	[redacted]	2 SENDERS'
2 SENDS	2 SENSIT	2 SENTIMENTAL	2 SEPARATED
2 SEPARATION	2 SEPARATIONS	2 SEPTS	[redacted]
2 SERV	2 SERVI	2 SERVICE ONLY	2 SERVICE 2
[redacted]	2 SERVICED	2 SERVICES CONDITIONS	2 SERVICING
[redacted]	[redacted]	[redacted]	2 SIGNATURE
[redacted]	2 SINCERELY	2 SINGLE-ADDRESS	2 SITUATION
2 SIX-PART	2 SIZES	2 SOMETHING	2 SOMETIMES
[redacted]	[redacted]	2 SUBACCOUNT	2 SOURCE
2 SUBJECTS	[redacted]	[redacted]	[redacted]
2 SUBTRACT	2 SUCCEEDING	2 SUITCASES	2 SUM
[redacted]	2 SUPERIMPOSED	2 SUPERSEDES	2 SUPERVISOR'S
[redacted]	[redacted]	2 SUPSO	2 SUR
2 SURETY	[redacted]	2 SYMBOLS	2 SYSTEMS
2 T	[redacted]	[redacted]	2 T
[redacted]	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	[redacted]
[redacted]	2 TAPES	2 TAMPERING	2 TASKS
2 TAXES	2 TE-RING	2 TECHNICAL	[redacted]
2 TELEGRAM	[redacted]	2 TEMPORARILY	2 TEN
2 TENTH	2 TERMINATION	2 TEST	2 TEXTBOOK 7
[redacted]	[redacted]	[redacted]	2 TIED
[redacted]	2 TITLED	2 TO TABLE	[redacted]
2 TLO	2 TOPIC	2 TURN-IN	2 TYING
[redacted]	[redacted]	[redacted]	2 TYPEWRITTEN
[redacted]	[redacted]	[redacted]	[redacted]
[redacted]	2 VALIDITY	2 VALUABLE	[redacted]
[redacted]	2 VARIABLE	2 VERTICAL	2 VERY
2 VIETNAM	2 VIEW	[redacted]	[redacted]

FREQUENCY/WORD

2 WAITING
2 WELL-ORGANIZED
2 WISH
2 YES
75
1 DA
UST
A
BALANCE-REGISTRY
1 COMPUTER
CORRESPONDENT
DUA
FOJ
HOLD
IV
P.O
REASSIGNED
REMARKS
S
SERVICE

FREQUENCY/WORD

2 WASH. CN
2 WI
2 WINDOWS
2 YE
2 YIELDS
B
B 1
BE
B 1
< 2> * <6 < DM L
|
1 421-004-1223 ROUTE
121-005-1227 CLOSE
1 FOR
1 <6
B
BMAIL
BEFFICIENTLY
BDIRECTORY
BHAS
BECOME
CA
1 CONSOLIDATE
DATE/TIME-STAMPING
1 DISPOSAL
G= 2 2> 13 =4
1 HOSPITALS
LARGER
1 MANAGEMENT 2
NEED-TO-KNOW
1 P-166-5-D
1 PASS
RE
RECEIVE
1 RETURNABLE

FREQUENCY/WORD

2 WEIGHING
2 WISH
2 YEARLY
1 BING
BGISTRATION
B
1 B 1
1 < 2 <>
1 C
1 121-004-1224 DISPATC
121-005-1526 REPORT
1 =
1 B
1 BOTHER
BURNING
CATASTROPHE
CORRECTION
DIRECTOR
1 DISPOSED
1 FOLD
NON- UNITED
PERIODIC
READILY
1 RECORD/FILE

FREQUENCY/WORD

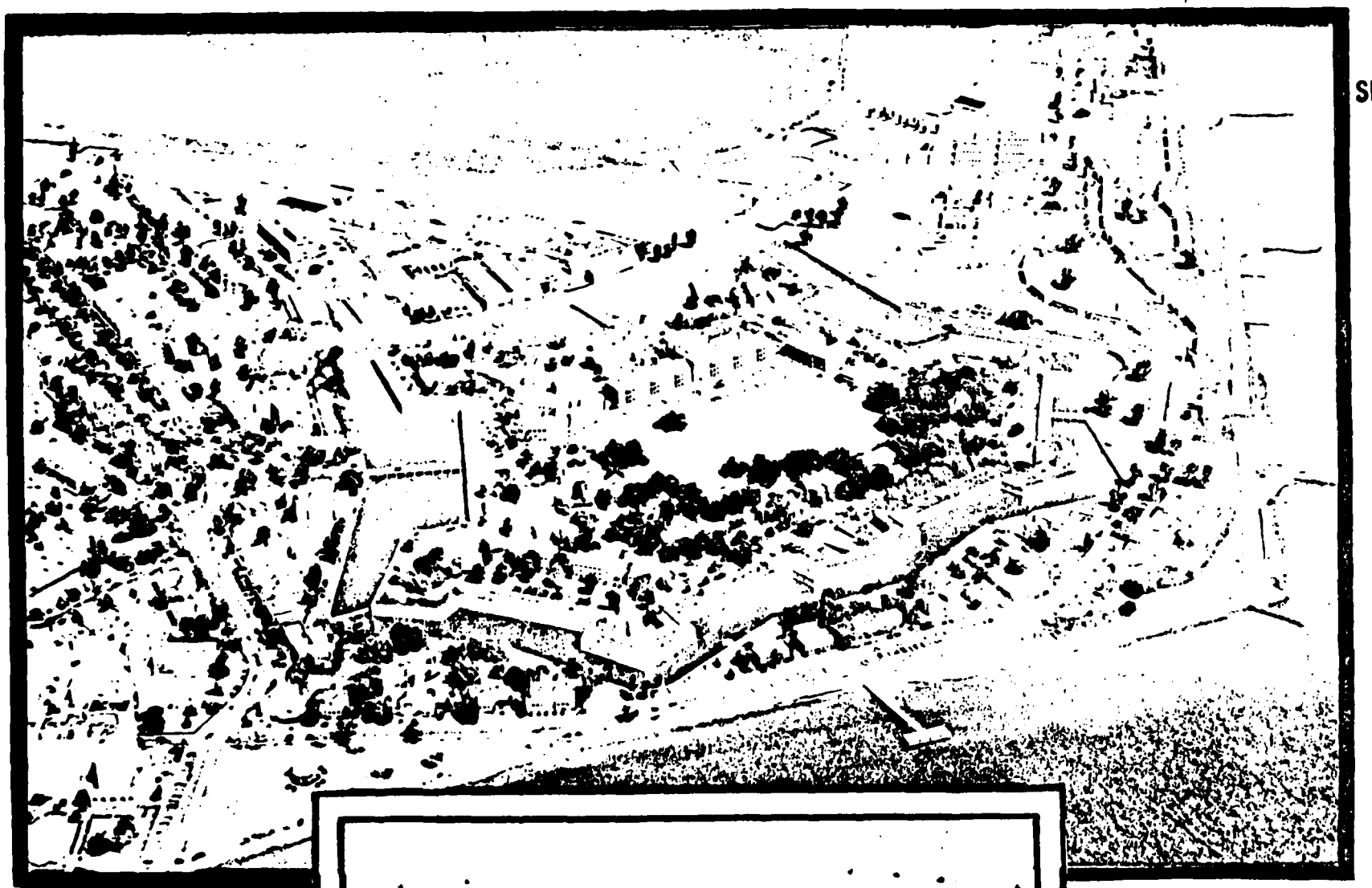
2 WELL
2 WISHED
2 WITHSTAND
2 YEL
BTHE
1 BAR
B 1
1 B 1
= B 1
INDIVIDUAL
1 121-005-1217 PROCESS
BLOCAL
1 3-67
1 B2-22
BIN
B
1 ACCOUNT
BSEE
2 COMMANDERS
2 CORRESPONDENCE
1 DUE
1 G/LEGATE
READING
1 RECREATION
RET
1 SECTION CONDITIONS

DATA CONTROL NUMBER

Job No / Proj No

HEADQUARTERS
UNITED STATES ARMY TRAINING AND DOCTRINE COMMAND
FORT MONROE, VIRGINIA 23651

SEP 5 1980



ATDR FORM 100-1

WORDS FREQUENCY DISTRIBUTION 1,399 UNIQUE ITEMS 43,173 REC S

MOS TIL SKILL 1 -
Additions

```
   54
    2   B
   51   CAMP
    2   CAMP-4476-DTD
    1   CAMP/DTD/4476
    3   CAMP/4476/DTD
    4   CAMPS
   14   CANDY
   20   GRACE
    2   HAZEL
    2   JEANIE
   41   JP
    2   JM41652
    1   JOB
    7   LISA
    2   M   B
    2   P   BPERSON
   23   PEV
    9   ROSE
   24   SALLY
   70   1'   4     V4
    1   11
    2   38560
    2   38747
    2   41654
    2   *8  YBR
5,4.0
    4   BASED
    2   BASIC
   11   BE
    4   BEFORE
   13   BEGIN
    4   BEGINNING
    2   BEHIND
    2   BRANCH
    2   C     OMPLETE
    2   CANCELLATION
    2   CASE
    2   CATALOG
    2   CERTIFIED
   50   CHECK
    2   CLAIM
   10   CLAIMS
    2   COLLECT
    2   CO    BPLETE
```

```
 2    COMPARE
 2    COMPLET
14    COMPLETE
13    COMPLETF
 2    CONTAINER

 2    COORDINATE
 5    COPIES
10    COPY
 1    CORRESPONDENCE
 9    COST

 2    COUNT
 4    CUSTOMERS
 2    DA
 2    DAMAGE
 6    DATE

 2    DELIVER
 1    DELIVERED
 1    DESTROY
10    DETACH
52    DETERMINE

 1    DISPATCHED
 4    DISPOSE
 2    DISPOSED
 2    DIVISION
 9    DO

 2    DOD
 4    DOMESTIC
 4    DUPLICATE
 2    FAILURE
 2    FEE

 3    FILE
 4    FILL
 4    FIRST
 2    FOLD
 2    FOLLOW

22    FOR
12    FORWARD
 4    GIVE
 4    GIVEN
 2    GIVES        B

14    GO
 2    HARD-CANCELING
 4    HANDLE
10    HAVE
 5    HELD
```

```
 1    KEEP
 2    LABEL
 4    LEAVE
 3    LETTERS
 2    LINE

10    LIST
 2    LISTS    CD
 2    LOSS
 2    MAIL
 2    MAILERS

 2    MAINTAIN
20    MAKE
 2    MANY
14    MULTIPLE
 2    NAME

 2    NAMES
 2    NATURE
 2    ND
 2    NET PAYABLE
 2    NOTE

 3    NOW
12    NUMBER
 2    PAID
 2    PAYABLE
 2    PAYEE

 2    PAYMENT
 2    PHOTOSTATS
11    PLACE
 2    POSSIBLE
 2    POSTAGE

 2    POSTMARK
 6    POUCH/SACK
26    PREPARE
 4    PREVIOUS
 2    PROCEDURES

17    PROCESS
 4    PROPERLY
12    PS
 2    PURCHASER
 3    RECEIVED

 2    REGISTERED
 2    REGISTRATION
 2    REMEMBER
 3    REMOVE
 2    REPAIRED
```

```
 2    REPORT
 2    REQUIRE
 2    RESTR
 5    RESTRICTED
 2    RETAINED

 3    RETURN
 5    RETURNED
 2    ROOM
 2    ROUTE
 4    SALES

 1    SCREEN
 1    SEAL
 2    SEARCH
 2    SECTION
 2    SEE

 5    SEND
 2    SENDER
 2    SEPARATE
12    SET
12    SIGN

 2    SORT
 2    SPACING
 2    SPACE
14    SPECIAL
 4    STAMP

 4    STATEMENT
 4    SUBMIT
 2    TAKE
 4    TEC
80    THE

 2    THIRD
 2    TIE
 2    TIES
 2    TIME
 7    TO

 2    TRANSFER
 2    TRANSMIT
54    TYPE
41    WHEN
 2    WHENEVER

 2    WHILE
 2    WRITE
20    1
14
 2    BASI      X8 1
```

1111

```
 2    BEGINNING
 2    BRANCH
 2    CHECK
 2    COLLECT
 2    COPY

 1    DO.....
 2    FIXED
 6    FR
 4    FOR
 2    FORWARD

 3    KEEP
 2    LEASE
 2    LINE
 2    MAKE
 2    MUCH

 2    NDARDS
 4    NOTE
 2    NUMBER
 2    NVELOPES
 2    PACKAGE/DOCUMENT

 4    PERFORMANCE
 3    PS
 2    REPEP
 4    REFERENCES
 2    SECTION

11    SEE
 1    SEND
 2    SORTING
 5    THE
 2    1

10    10
 4    11
 2    12
 2    13
 4    14

10    2
 2    20
 2    21
 2    3
 2    380-5

14    4
 2    41240
 3    5
 2    6
 6    7
```

```
  1    8
  4    9
  4
  1    BACKSTAMP
 93    BE

  2    C      VBCLLECT
  5    CANCEL
 32    CHECK
 11    COLLECT
  4    COMPLETE

 34    CONTAIN
  2    CONTROL
  2    COUNT
  6    DA
  5    DETERMINE

  2    DIVILE
  2    DOCUMENT
  2    DLD
  0    DOMESTIC
  2    DURING

  4    FILE
  2    FROM
  2    FULLY
  4    FURNISH
  0    GIVE

 42    GIVEN
  2    HI     VBAVE
 23    HAVE
  2    HELP
  2    LETTER

  2    LIMITED
 15    LIST
  5    MAINTAIN
  2    MARKED
  0    MELT

  2    PACKAGE
  2    PERSONALLY
  4    PLACE
  2    PLACED
  2    POST

  9    PREPARE
  0    PREPARED
  2    PRINT
  2    PRINTED
  5    PROPERLY
```

```
 2    PROTECTED
 2    PS
 4    RECEIPT
 2    REPORT
 2    REQUEST

 2    REQUIRE
 2    REQUIRING
 4    REQUISITIONS
 2    RETAIN
 2    REVIEW

 2    ROUTE
 2    SAFEGUARD
 4    SECURE
 2    SELECT
 2    SF

 5    SIGN
 2    SMALL
 2    SENT
 2    STAMP
 2    STANDARD

 2    SUBMIT
43    THE
 4    TURN
 1    WHEN
17    1

 2   <6
 2   <6   &<6
 2   <6   #<6
 2   <6
 2   <6          @ 1

 2   <6
 2   <6          HB 1
 2   <6          UB 1
 2   <6          VB 1
 2   <6          93 1

 1   <6          B 1
 4   <6    '   0
 2   <6    '   C  0
 4   <6    '   C
 2   <6

 2   <6    '   0  0  C  =6
 4   <6    '   0
 2   <6    '   0  0
26   <6   B
12   <6   -
```

```
14    <6
25    <6   E
24    <5   !   -  -
 0    $1
 2    $10
      ------
 2    $100
 2    $120
13    $15
 2    $2
 2    $20

 2    $200
 4    $300
 1    $400
 2    $5
 2    $500

 4    =
 2    =6  F=6  G=6  H=6   +
994   A
 4    ABBREVIATE
 1    ABBREVIATION

74    ABBREVIATIONS
 3    ABBUT
43    ABOVE
 5    ABSENCE
 2    ABSENCES

 7    ABSENT
 2    AC      CB 1
 2    AC   +  CBCOUNTABLE
 2    ACC
 2    ACC1

 2    ACCE
 2    ACCE      XBSS
 0    ACCEPT
 5    ACCEPTABLE
 2    ACCEPTANCE

 2    ACCEPTE       BD
63    ACCEPTED
12    ACCEPTING
 2    ACCEPTS
 2    ACCES     XBS

76    ACCESS
 2    ACCIDENT
 4    ACCOMMODATE
 2    ACCOMMODATES
 3    ACCUMULATED
```

```
 17   ACCOMPANY
  4   ACCOMPANYING
  2   ACCOMPLISHED
  2   ACCORDANCE
  1   ACCORDING

  1   ACCOUNTABILITY
 12   ACCOUNT
  2   ACCOUNTA      XBBLE
  2   ACCOUNTAB     CBBLE
  2   ACCOUNTABILITY

  1   ACCOUNTABLE       B
161   ACCOUNTABLE
 14   ACCOUNTED
  1   ACCOUNTING
  2   ACCOUNTS

  1   ACCURACY
  2   ACCURATELY
  2   ACKNOWLEDGED
  2   ACKNOWLEDGES
  2   ACKNOWN

  6   ACPOSS
 42   ACTION
 24   ACTIONS
 14   ACTIVE
  4   ACTIVITIES

  2   ACTIVITY 3
 27   ACTIVITY
 17   ACTUAL
  2   AD      BBDITIONAL
  2   AD      FBDRESS

  2   AD- DRESSEE
  8   ADD
  8   ADDED
 12   ADDING
  2   ADDITION      B

 10   ADDITION
 41   ADDITIONAL
  1   ADDR      BESS
  2   ADDRESS     LABEL
  2   ADDRESS     CBEE

  2   ADDRESS     FH
231   ADDRESS
  1   ADDRESSE      BD
 41   ADDRESSED
  2   ADDRESSEE     BBS
```

```
105   ADDRESSEE
  1   ADDRESSEE'S
 20   ADDRESSEES
 77   ADDRESSES
  2   ADEQUATE

  2   ADJACENT
  2   ADMIN      BISTRATION
  2   ADMINISTRATION
 13   ADMINISTRATIVE
  2   ADMINISTRATOR

  3   ADVISE
  2   AF       VOTER
  2   AF       YB 1
  4   AFFECTED
 60   AFFIX

 26   AFFIXED
  4   AFFIXING
 49   AFTER
  2   AG
  2   AGA      YBINST

  2   AGAIN
 36   AGAINST
  9   AGENCIES
 75   AGENCY
 26   AGENT

  2   AGENTS
  3   AGREE
  2   AGREEMENT
  2   AGREEMENTS
  5   AGREES

  2   ALERT
215   ALL
  2   ALL-      PURPOSE
 12   ALL-PURPOSE
  2   ALLEGED

  2   ALLOW       H
  7   ALLOW
  2   ALLOWED
  2   ALLPURPOSE
  3   ALLUDE

  3   ALONG
  6   ALPHABETICAL
  4   ALREADY
 46   ALSO
  2   ALTERATIONS
```

```
     2   ALTERED
     5   ALWAYS
     2   AMEND
     3   AMF
     2   AMO        BUNTS-

     2   AMOUR        BT
   120   AMOUNT
     5   AMOUNTS
     2   AN         BD
     2   AN        99D

     2   AN         HBD
   269   AN
     2   ANI        BD
     2   ANO       AR
     2   AND        CB

     2   AND        CB 1
 1,941   AND
     2   AND/OR   BLANK
    47   AND/OR
     2   ANNOT       YBATED

    13   ANNOTATE
     6   ANNOTATED
     4   ANNOTATION
     2   ANNOUNCE
     4   ANNUALLY

    23   ANOTHER
     4   ANX
   173   ANY
     2   ANY*         B
     2   ANI       VB

     2   APC
    52   APDS
     1   APO
     2   APO          B
   127   APO

     4   APO-DESTINED
    10   APOS
     6   APPEAR
     8   APPEARS
    52   APPENDIX

    38   APPLICABLE
     2   APPLICATION
     2   APPLIED
     7   APPLIES
    40   APPLY
```

```
  2   APPRAISALS
  2   APPRECIATE
  2   APPROPR      FBIATE
  2   APPROPR      9BIATE
  2   APPROPR       BLATE

  2   APPROPRT      BATE
155   APPROPRIATE
  4   APPROPRIATELY
  2   APPROPROATE
  2   APPROPRIATE

  6   APPROVAL
  5   APPROVED
 12   APPROVING
 12   APPROXIMATELY
  2   APO

  2   AR      XBE
  2   AR      VBE
692   AR
  2   AR<      B
322   ARE

 14   AREA
  4   AREAS
  2   ARISES
  2   ARMIMUM
121   ARMY

  8   ARRANGED
  2   ARRIVAL
  2   ARRIVE
  2   ARRIVING
  6   AR 105-31

  2   AR 105-32
  2   AR 310-50
  2   AR 380-5
  2   AR 65-1
  2   ARTW      BICLE

  2   ARTI      VBCLE
  1   ARTIC       BLES
  2   ARTIC+      BLE
  2   ARTICLE       B
  2   ARTICLE       B

607   ARTICLE
  2   ARTICLES      B
105   ARTICLES
  2   AS
  2   AS      FB
```

```
340   AS
  3   ASCENDING
  4   ASK
  6   ASKS
  2   ASPECTS

 16   ASSEMBLE
 36   ASSEMBLED
  9   ASSEMBLY
  2   ASSI
  2   ASSIGN

  2   ASSIGN/     VBED
  9   ASSIGNED
  2   ASSIGNMENT
  2   ASSURE
  2   AT      BRE

  2   AT      DB
  2   AT      DB
551   AT
  2   ATION
 17   ATTACH

 23   ATTACHED
  2   ATTENTI       IBON
  2   ATTENTION
 11   ATTY.
  2   ATTORNEY

  1   AWAITING
  4   AWARDS
  2   AB      VBRTICLE
  2   AT      BND
 61   B

  2   BA      B 1
  2   BD
  2   BHANGED
  2   BHE
  2   BHED

  2   BL      BBCCK
  4   BLACK
 44   BLANK
104   BLOCK
 29   BLOCKS

  2   BLOTTED
  2   BLUE
  2   BN
  2   BNEL
  2   BNEY
```

```
12   BRANCH
 2   BRANCHES
 2   BRCHASED
10   BREADTH
 2   BRESSION

 4   BRESOTTS
22   BREVITY
 2   BRIEFLY
 8   BRING
 2   BS

 2   BT
 2   BTHF
 2   BTIFY
 2   BTIONS
 2   BTROL

 2   B2      BY
 2   B3
 1   C
 2   CCOUNTABLE
 2   CG      BLAIM

 2   CHA     IBNGE
12   CHAIN
 2   CHANGE TO
43   CHANGE
 3   CHANGED

14   CHANGES
 2   CHANGING
 2   CHANNELS
 2   CHAPLAIN
 1   CHAPTER

17   CHAPTER
 2   CHARACTER
 2   CHARACTERS
 6   CHARGE
 5   CHARGED

 2   CHARGES
12   CHART
 2   CHEAP       REST
 2   CHEAPER
 4   CHEAPEST

112  CHECK
 9   CHECKED
 9   CHECKING
 8   CHECKLIST
 2   CHECKMARK
```

```
 13   CHECKS
  2   CHILE
  2   CL
  2   CL>      BAIP
  2   CLA       BSS

 ~5   CLAIM~~~
  2   CLAIMA       BNT
 10   CLAIMANT
  2   CLAIMANT'S
  2   CLAIMED

  2   CLAIMS 2
 54   CLAIMS
147   CLASS
  2   CLASS>      8
  4   CLASSES

 20   CLASSIFICATION
 63   CLASSIFIED
  2   CLASI      BS
  5   CLEAR
  5   CLEARLY

 64   CLERK
  7   CLERK'S
 29   CLERKS
  2   CLIPS
 13   CLOSE

  2   Cm
 10   CNT
  2   CREDENTIALS
 25   CREDIT
 10   CREDITS

  2   CROSS
 24   D
  2   DC
 61   DD
 44   DF

104   DHM
 32   DRAFT
  4   DRAFTER
  3   DRA..
  2   DRAWER

  2   DRIVER'S
  2   DROP
  2   DTD
  4   DTG-RELEASER
  2   D2      BELIVERY
```

```
 42   E
  2   ECONOMICAL
 16   EDGE
  2   EF      J-          3 0     I
  7   EFFECTS

  2   EFTO
  2   EFTOFOUD
  2   ELECTRIC
  2   ELECTRICAL
  5   ELECTRICALLY

  2   ELSE
  2   ELSEWHERE
  2   ENCLOSED
  2   ENCOURAGED
 20   END

 14   ENDING
  3   ENDS
  2   ENDU        HBGH
  2   ENDUG        XBH
 50   ENDUGH

172   ENTER
 15   ENTERED
  9   ENTERING
  6   ENTIRE
 21   ENTRIES

 18   ENTRY
  2   ENVELOP         AES
 45   ENVELOPE
 13   ENVELOPES
  2   ENVIRONMENT

  2   ERASED
  7   ERROR
  2   ERRORI      GBS
 62   ERRORS
 10   ESTABLISH

 12   ESTABLISHED
  2   ESTABLISHED--CONUS
  4   ESTABLISHMENT
  4   ESTIMATE
 12   ETC

  3   F
  4   FLAP
  2   FLAPS
  4   FLAT
 10   FLATS
```

```
     6   FR
     2   FRD
     2   FRAGMENTS
     2   FRAMCS  REFER
     2   FRAMCS

     2   FRD      BOM
     2   FREELY
     2   FREQUENTLY
     2   FRLI     XBM
     2   FRUM  E  HB

   291   FRTM
    26   FRUNT
    39   G
     5   GAT
    12   GRADE

     2   GRADES
     5   GRAND
     4   GRANTEES
     4   GREATER
     2   GREATEST

     2   GREEN
     2   GRIGINICM
     2   GRID
     4   GRISS
     2   GROUP

     2   GROUPS
     2   GUID
     4   GUID
     5   H
    33   I

     2   IB U  VBS
    84   ID
     4   IDEALLY
     2   IDENT     3FIFICATIO
     2   IDENTICAL

    36   IDENTIFICATION
     7   IDENTIFIED
    14   IDENTIFY
   556   IF
    25   IMMEDIATELY

     2   IMP  B  VBRCPERLY
     2   IMP
     2   IMPORTANCE
     6   IMPORTANT
     2   IMPOSED
```

```
     2   IMPRESSION OF
    52   IMPRESSION
     2   IMPRESSIONS
     6   IMPRINTED
    13   IMPRINTER

     4   IMPRINTERS
     2   IMPROPERLY
    17   IMPROPERLY
     2   IN AR
     2   IN      GBCLUDE

     2   IN      PBTO
     2   IN      98
  1,032  IN
     2   IN       BDORSE
     3   IN-TURN

    10   INCH
    62   INCHES
     2   INCIDENT
     1   INCIDENTAL
     1   INCIDENTS  CONDITIONS

     2   INCIDENTS
     2   INCL      OBCSURE
     3   INCLOSE)
    25   INCLOSURE
    52   INCLOSURES

    61   INCLUDE
    14   INCLUDED
    17   INCLUDES
    22   INCLUDING
     1   INCONTIN      BG

    19   INCOMING
     2   INCREASED
     2   INCURRED
     2   INDEMNITY
    14   INDENT

     6   INDEXES
    42   INDICATE
    11   INDICATED
     8   INDICATES
    12   INDICATING

     1   INDICATION
    11   INDICIA
    11   INDIVIDUAL
     2   INDIVIDUAL/FIRM
     4   INDIVIDUALS
```

```
  2   INDOCTRINATE
  2   INDORS      VBEMENT
 40   INDORSE
  9   INDORSED
  4   INDORSEE

 72   INDORSEMENT
 29   INDORSEMENTS
  2   INDORSER
  2   INF
  2   INFANTRY

  1   INFO        BRMATION
  2   INFO       IBRMATION
  4   INFO
  4   INFORM
  2   INFORMATION 3

128   INFORMATION
  2   INFORMED
 11   INITIAL
 19   INITIALS
  4   INITIATE

 10   INITIATED
  7   INK
  6   INNER
  2   INQU        BIRIES
  2   INQUIRER

 12   INQUIRIES
 23   INQUIRY
  2   INSERT
  2   INSID       UDE
 33   INSIDE

  2   INSIDE/OUTSIDE
  2   INSPECTION
  4   INSPECTIONS 3
  2   INSPECTIONS
  2   INSPECTOR

  3   INSPECTORS
  3   INSTALLATION
  2   INSTALLATIONS
  4   INSTALCT
  2   INSTALCTED

  5   INSTRUCTION
  5   INSTRUCTIONS
  3   INSTRUCTIONS
  1   INSTRUCTIONS
  2   INSTRUCTIONS OF
```

```
  2   INSTRUCTIONS SITIO
 19   INSTRUCTIONS 2
  2   INSTRUCTIONS 3
 73   INSTRUCTIONS
  2   INSTRUCTOR

  8   INSUFFICIENT
 10   INSURANCE
  2   INSURANCE/REGISTRATION
  2   INSURANCE/REGISTRY
 22   INSURE

  2   INSURED      MAIL
100   INSURED
  1   INSURED/REGISTERED
  2   INSURING
  2   INTENDED

  2   INTENTIONALLY
  2   INTERCOMMAND
  2   INTERIM
  4   INTERMEDIATE
  9   INTERNAL

  2   INTERNALLY
  2   INTERNAT      BIONAL
 43   INTERNATIONAL
  2   INTERNATIONAL-DESTINED
  4   INTERSECTING

  5   INTERSECTION
 14   INTO
  2   INTRA-OFFICE
  4   INTRACOMMAND
  2   INTRINSIC

  2   INTRODUCTION
  2   INVALID
  2   INVENTORIES
  6   INVESTIGATION
  2   INVESTIGATIONS

  2   IRREGULA  S  YBRITIES
  2   IRREGULARITIES
  2   IS       8
977   IS
  2   IS  '  x8

 20   ISSUE
 26   ISSUED
  4   ISSUES
 19   ISSUING
393   IT
```

```
 20   ITEN
 77   ITENS
 12   ITS
  4   ITSELF
  2   I4     VBN

  2   J
  2   JN
  2   KHMER
 23   KNOW
  4   KNOWLEDGE

 23   KNOWN
  2   KNOWS
  2   MC        BPHERSON
  2   MD
  4   MOILAH

 12   MRT
  2   MR
  2   MTME
  7   N A
  2   NEPM  REFERENCE

  2   NUPM
  2   O
  2   OBJECTIVE
  2   OBJECTIVES
 26   OBTAIN

  6   OBTAINED
  4   OBTAINING
  3   OBVIOUS
  4   OCCASIONALLY
  2   OCCUR

  2   OCCURRENCE
  2   OCCURRING
  4   OCEAN
  2   OF        YB
  2   OF        IB

  2   OF        YBF
  2   OF        CB
2,407 OF
  1   OF         BFICIAL
  2   OF=       VB

  1   OF         B
 10   OFF
  1   OFFENSES
241   OFFICE
  2   OFFICE/REFERENCE
```

```
 17   UFFICER
  2   UFFICERiS
  1   UFFICERiS/PCSTAL
  2   UFFICERS
  2   UFFICLS

  1   UFFICIA       BL
 42   UFFICIAL
  2   UFT       FBTACT
  2   UFT       FBEN
  2   UFTEN

 12   ULO
  4   ULOCR
  2   UnIT
  2   Un
  2   Un PS

525   UN
  2   U.S       B
  1   UN-THE-JUB
  5   UNCE
169   UNE

  2   UNES
  2   U.L       BBY
  2   UNLY       EB
157   UNLY
  2   UPAQUE

  2   UPAQUE      98
 13   UPAQUE
 17   UPEN
  2   UPENED
  2   UPENED--

 43   UPERATING
  2   UPERATION
  2   UPERATIONAL
  4   UPERATIONS
  2   UPERATUR'S

  2   UPLAN
  4   UPTION
  2   UR        AR
  2   UR        BDER
890   UR

  1   UR%       8
  2   URANGE
  2   URD
  2   URD  6
264   URDER
```

```
  2   ORDER-RELATED
  2   ORDERED
  2   ORDERING
  2   ORDERLY
  2   ORDERS

  6   ORDERS CONDITIONS
  2   ORDERS 2
135   ORDERS
 14   ORDINARY
  2   ORGANIZATION      Eb

 23   ORGANIZATION
  2   ORGANIZATIONAL
  2   ORGANIZATIONS
 12   ORIGIN
 76   ORIGINAL

  1   ORIGINALLY
  2   ORIGINALLYK       B
  2   ORIGINALS
  4   ORIGINATE
  2   ORIGINATES

  4   ORIGINATING
 21   ORIGINATOR
  2   ORIGINATORS
  2   ORIGIS      BNAL
  2   OSP

  4   OSPS
  2   OTH
  2   OTH       BER
100   OTHER
  4   OTHERWISE

  2   OTHO      BER
  2   OUN
  2   OW      9PERATIONAL
  2   PC      BARAGRAPH
  2   PHILATELIC

  2   PHONE
  2   PHOTO
  2   PHOTOCOPY
  4   PHOTOSTAT
  3   PHOTOSTATS

 14   PHRASE
102   PLACE
  1   PLACED       B 1
 14   PLACED
  1   PLACEDI      B
```

```
 4   PLAIN
24   PLATE
 3   PLATES
 2   PL4b     VBCE
 0   PLUS

 2   PRACTICE
 2   PRE      TBSCRIBED
 2   PREC      8BEDE
 6   PRECEDE
10   PRECEDED

 2   PRECEDENCE
12   PRECLUDE
 2   PRECLUDES
 2   PREFERABLY
 2   PREMIUM

 2   PREOPERATIONAL
 2   PREPAR      PBE
 0   PREPARATION
44   PREPARE
 2   PREPARED      TO

43   PREPARED
 2   PREPARES
11   PREPARING
12   PREPARING-AGENCY
 8   PREPRINTED

30   PRESCRIBED
10   PRESENCE
10   PRESENT
 0   PRESENTED
 2   PRESENTING

 4   PRESS
13   PRESSURE
 6   PREVENT
12   PREVIOUS
 3   PREVIOUSLY

 2   PRICE
 4   PRINT
71   PRINTED
 3   PRINTING
 2   PRINTS

31   PRIORITY
 2   PRIVATELY
 4   PROBLEM
 2   PROCED       AURES
 6   PROCEDURE
```

```
 24   PROCEDURES
  2   PROCES      BSED
  7   PROCESS
  1   PROCESSED   THROUGH
 17   PROCESSED   .

 22   PROCESSING
  2   PRODUCE
  2   PROHIBIT    VBIONS
  2   PROHIBIT
  4   PROHIBITIONS

  2   PROMOTION
  2   PROMPT
  5   PROPERLY
  2   PROOF
  2   PROP        BERLY

 37   PROPER
 13   PROPERLY
  2   PROT        AECTIVE
  2   PROT        A 1
  5   PROTECT

  4   PROTECTED
 10   PROTECTION
  6   PROTECTIVE
  2   PROV        BIDE
  2   PROV*       VBIDE

  3   PROVILE
 67   PROVILED
  2   PROVIDES
  2   PROVILING
  4   PROVISIONS 16

  2   PROVISIONS 3
  2   PROVISIONS
  2   PS      Y0
340   PS
  5   R

  4   RAD
  2   RTHAT
187   S
  2   SCF
  2   SCHEDULED

  1   SCHEME
  9   SCHEMES
  3   SF
  4   SFO-SEA
  2   SH      BOWN
```

```
47   SHEET
12   SHEETS
 1   SHIFT
 4   SHIPPED
 6   SHORT

 2   SHORTAGE
32   SHOULD
27   SHOWN
 3   SHOWING
45   SHOWN

 2   SHUTS
 4   SLIDE
10   SLIP
 8   SLIPS
 6   SLOT

12   SLOTS
39   SMALL
 4   SPL
 2   SPA  T  GBCE
44   SPACE

 2   SPACED
34   SPACES
14   SPACING
42   SPECIAL
 4   SPECIFIC TYPES

10   SPECIFIC
 5   SPECIFICALLY
 2   SPECIFIE       BD
 2   SPECIFIE       B 1
14   SPECIFIED

 2   SPECIFY
 2   SPECIFYING
40   SPELLING
 2   SPOIL
32   SPOILED

 5   SSM
 2   ST      VBAMPS
 6   ST
12   STAFF
 2   STAMP       B

42   STAMP
 4   STAMPED
76   STAMPS
99   STANDARD
 2   STANDARDIZE
```

```
  8   STANDARDS
  5   STANDING
 20   STAPLE
  1   STAPLED
  2   STAPLERS

  2   STAPPUBS
 13   START
  0   STARTING
 19   STATE
  2   STATE- MENT

  2   STATED
  6   STATEMENT
  4   STATEMENTS
 10   STATES
  7   STATUS

  2   STAYS
  2   STEADY
123   STEP
  2   STEP 11
  4   STEP 12

  2   STEPS       BTHE
  2   STEPS       B
100   STEPS
  4   STICKER
  2   STILL

  2   STOCK  CONDITIONS
 20   STOCK
  1   STOCKADES
  4   STOCKROOM
  8   STOLEN

 10   STORAGE
  5   STORE
  4   STORED
  4   STORING
  6   STRAIGHT

  6   STYLE
  2   TC      BU
 10   TCC
  2   TCA
  2   TH       B 1

  2   TH      HBAT
  2   TH       BE
  2   TH      VBE
  2   TH       BE
  2   TH
```

```
     2   TH      VBE
     2   TH      FBE
     2   TH      YBE
     2   TH  W   HBE
     2   TH       BE

     2   TH       AE
     2   TH       BE
     2   TH       UE
     2   TH      FB 1
     2   TH       BE

     2   TH      VBICKNESS
     2   TH
     2   TH]     FBE
     2   TH%      BE
     2   TH%     VB 1

     2   TH'      BE
     2   THA       AN
     2   THA]     YBT
     2   THA       BN
   169   THAN

   269   THAT
     2   THE      XB
     2   THE      YB
     2   THE
     4   THE FORM

     2   THE TOP
     2   THE      4B
     2   THE
     2   THE      YB
  5,327  THE

     2   THE]     3B
     2   THE%      B
     2   THE"      B
     4   THEFT
    14   THEIR

    37   THEM
     2   THEN       B
    29   THEN
    81   THERE
     2   THEREON

    25   THESE
    49   THEY
     2   THE3      B
     2   THFOLLOWS
     2   THICK
```

```
12   THICKNESS
 2   THICK
 3   THIRD
17   THIS
 2   THOROUGHLY

30   THOSE
 2   THOUGH
 2   THR      HBOLGH
44   THREE
 2   THREE-PART

 2   THRU
61   THROUGH
 6   THROUGHOUT
10   THRU
 4   THRU/TO

 2   TH9      BE
10   TRACER
 2   TRACER- ACTION
 2   TRAINING
 2   TRANS- MISSIONS

 2   TRANSACTION
 2   TRANSACTIONS
11   TRANSFER
 1   TRANSFERR       OED
 7   TRANSFERRED

 1   TRANSFERS
 5   TRANSIENT
 0   TRANSIT
 2   TRANSMISSION
 6   TRANSMIT

10   TRANSMITTAL
 2   TRANSMITTED      98
16   TRANSMITTED
 2   TRANSMITTING
 2   TRANSPOR        BTATION

 2   TRANSPORT       B 1
 2   TRANSPORTAT      VBION
18   TRANSPORTATION
 4   TRAVEL
 2   TREAT

 1   TRIPLICATE DD
26   TRIPLICATE
 2   TRY
 4   TS
 2   TSCO
```

```
  2   TW      G80
  2   TWINE
100   TWO
  2   T4      RHE
  2   U

  2   UK      XBIT
  6   UNATTENDED
  2   UNAUTHORIZED        A
  4   UNAUTHORIZED
  2   UNAVOIDABLE

  2   UNBOUND
  2   UNBROKEN
  2   UNCLAIMED
  4   UNCLAS
 12   UNCLASSIFIED

 13   UNDELIVERABLE
 36   UNDER
  9   UNDERSTANDINGS
  2   UNF       HB 1
  2   UNFI      HBAMILIAR

  2   UNFAMILIAR
  2   UNIDENTIFIED
 14   UNION
  2   UNIT
 67   UNIT

  1   UNIT/
  2   UNIT/ACTIVITY
  4   UNIT/SECTION
  5   UNITED
 39   UNITS

  3   UNITS/ACTIVITIES
  3   UNKNOWN
 29   UNLESS
  2   UNLOCK
  2   UNLOCKE       AD

  6   UNLOCKED
 12   UNNECESSARY
  2   UNNUMBERED
  1   UNOPENED
 34   UNTIL

 14   UNUSED
  2   UP        BCN
 28   UP
  4   UP-TO-DATE
 14   UPON
```

```
  2   UPP
 53   UPPER
  2   U~GENCY
  2   US      XBE
  2   US      TBE

 35   US
  2   USI     UBPS
  2   US*      BPS
147   USE
251   USED

  2   USERS
  2   USES
 24   USING
  4   USPS PUB
210   USPS

  2   USUALLY
 10   #hAT
  2   #hE  T    BG
  2   hHE       BN
  2   #hEN
  2   hHE:
132   #hE)
  2   #hEVER
  2   #HEIF      B
 13   #hERE

 28   #hETHER
  2   #HI      DBTE
111   #HICH
  4   #HICHEVER
 15   #hILE

 22   #HITE
 29   #HO
  2   #hUN
  2   #HY
 23   #PAPPED

  2   #RAPPED/PACKED
  3   #RAPPER
  2   #RAPPERS
  2   #RAPPING
  2   #RAPPINGS

 14   #RITE
 11   #RITER
  2   #RITER/RELEASER
  6   #RITING
  3   #RITTEN
```

BITH

X2
X
Y
Z

FREQUENCY/WORD	FREQUENCY/WORD	FREQUENCY/WORD	FREQUENCY/WORD
6,27 THE	5,469	2,409 OF	1,941 AND
1,3 I	994 A	977 IS	892 AR
UR	694 IF	685 ON	607 ARTICLE
IT	351 AT	340 AS	340 PS
ARE	291 FROM	269 AN	264 ORDER
THAT	241 OFFICE	231 ADDRESS	216 ALL
USPS	201 USED	197 USE	194 BLOCK
S	185 ONE	173 ANY	172 ENTER
THAN	164 DOM	161 ACCOUNTABLE	157 ONLY
THIS	155 APPROPRIATE	147 CLASS	135 ORDERS
WHEN	129 AMOUNT	128 INFORMATION	127 APO
STEP	121 ARMY	112 CHECK	111 WHICH
CHAPTER	105 ARTICLES	106 INSURED	106 STEPS
TO	105 ADDRESSLE	102 PLACE	100 OTHER
STANDARD	93 BE	90 CLASSIFIED	86 CLAIM
IN	82 GIVEN	82 APPENDIX	82 STAMP
ITEMS	80 THE	78 STAMPS	77 ADDRESSES
ITEMS	75 ACCESS	76 ORIGINAL	74 ABBREVIATIONS
INSTRUCTIONS	72 INDORSEMENT	70 PRINTED	68 PROPERLY
PROVIDED	67 UNIT	64 CLERK	63 ACCEPTED
PRINTED	63 THEY	62 ERRORS	62 INCHES
SPECIAL	61 E	61 DD	61 INCLUDE
THROUGH	61 AFFIX	60 C	60 ENVELOPE
CLAIMS	53 UPPER	54	54 TYPE
[illegible]	52 APOS	52 IMPRESSION	52 INCLOSURES
CAMP	50 CHECK	50 ENOUGH	49 AFTER
CHANGE	47 OF	48 INDORSE	48 INTERNATIONAL
[illegible]	47 SHEET	46 ALSO	46 SHOWN
THIS	44 BLANK	44 PREPARE	44 SPACE
THEIR	43 THE	43 ABOVE	43 OPERATING
ACTION	42 E	42 INDICATE	42 OFFICIAL
[illegible]	41 WHEN	41 ADDITIONAL	41 ADDRESSED
APPLY	41 SPELLING	39 BLOCKS	39 G
SMALL	39 UNITS	38 APPLICABLE	38 ORGANIZATION
ORDER	37 THEM	36 1' 4 ' V4	36 AGAINST
ASSEMBLED	36 IDENTIFICATION	36 ISSUED	36 UNDER
I SHALL	35 US	34 CONTAIN	34 SPACES
I	33 INSIDE	33 UNTIL	32 CHECK
SHALL	32 SHOULD	32 SPOILED	31 PRIORITY
PRESCRIBED	30 THOSE	29 INDORSEMENTS	29 UNLESS
AND	28 REV	28 INQUIRY	28 UP
USING	27 WHETHER	28 WRAPPED	27 ACTIVITY
SHOW	26 MAKE	26 PREPARE	26 <6 8
<6 E	26 AFFIXED	26 AGENT	26 CLERKS
POST	26 INCLOSURE	26 ITEM	26 OBTAIN
DUPLICATE	26 AGENCY	25 CREDIT	25 IMMEDIATELY
TO	25 THESE	24 SALLY	24 <6 ' - -
ACTIONS	24 L	24 PLATE	24 PROCEDURES
[illegible]	23 ANOTHER	23 ATTACHED	23 KNOW
KNOW	22 FOR	22 BREVITY	22 INCLUDING

FREQUENCY/WORD	FREQUENCY/WORD	FREQUENCY/WORD	FREQUENCY/WORD
22 PROCESSING	22 WHITE	21 ENTRIES	21 ORIGINATOR
21 GRADE	20 1	20 ADDRESSEES	20 CLASSIFICATION
21 END	20 ISSUE	20 STAPLE	20 STOCK
19 ENCLOSING	19 INITIALS	19 INSTRUCTIONS 2	19 ISSUING
19 TEST	19 10	18 ENTRY	18 IDENTIFY
19 PROCESS	18 PREPARING	18 PRESSURE	18 STATE
19 TYPE	18 TRANSPORTATION	18 WRITE	17 PROCESS
17 1	17 ACCOMPANY	17 ACTUAL	17 IMPROPERLY
17 INCLUDES	17 OFFICER	17 OPEN	17 PROCESSED
17 COMPLETE	16 COMPUTE	16 HAVE	16 LIST
16 BIS	16 ADDITION	16 APOS	16 ASSEMBLE
16 WIDTH	16 CLAIMANT	16 EDGE	16 ENTERED
16 INSURANCE	16 PRESENCE	16 STATES	16 TCC
16 TRANSMITTED	15 PRESENT	15 WHILE	14 CANDY
16 GO	14 MULTIPLE	14 SPECIAL	14
16 "	14 <6	14 ACCOUNTED	14 ACTIVE
16 AREA	14 CHANGES	14 ENDING	14 INCLUDED
15 INDENT	14 INTO	14 ORDINARY	14 SPACING
15 SPECIFIED	14 THEIR	14 UNION	14 UNUSED
15 UPON	13 ADMINISTRATIVE	13 ANYSTATE	13 CHECKS
15 CLOSE	13 IMPRINTER	13 PLACED	13 START
15 UNDELIVERABLE	13 WHERE	12 FORWARD	12 NUMBER
15 PS	12 SET	12 SIGN	12 <6 -
14 ACCEPTING	12 ACCOUNT	12 ADDING	12 ALL-PURPOSE
13 APPROVING	12 APPROXIMATELY	12 BRANCH	12 CHAIN
13 CHART	12 ESTABLISHED	12 ETC	12 GRADE
13 INDICATING	12 INQUIRIES	12 ITS	12 MMT
13 OLD	12 ORIGIN	12 PRECLUDE	12 PREPARING-AGENCY
13 PREVIOUS	12 SHEETS	12 SLOTS	12 STAFF
13 THICKNESS	12 UNCLASSIFIED	12 UNNECESSARY	11 BE
11 PLACE	11 SEE	11 ATT	11 INDICATED
11 INDICIA	11 INDIVIDUAL	11 INITIAL	11 TRANSFER
11 WRITER	10 CLAIMS	10 COPY	10 DETACH
11 LIST	10 2	10 COLLECT	10 ATTACH
10 CUT	10 CREDITS	10 ENVELOPES	10 ESTABLISH
10 FLATS	10 INCH	10 INITIATED	10 OFF
10 UNABLE	10 PRECEDED	10 PROTECTION	10 SLIP
10 SPECIFIC	10 STORAGE	10 TRACER	10 TRANSMITTAL
10 WAIT	9 ROSE	9 PREPARE	9 AGENCIES
9 CHECKED	9 CHECKING	9 EFFECTS	9 ENTERING
9 IDENTIFIED	9 INDORSED	8 FILE	8 LETTERS
9 FOR	8 RETURN	8 1	8 5
8 MELT	8 PLACE	8 $400	8 ABOUT
8 ACCOMPANYING	8 ACCORDING	8 ADD	8 ADDED
8 AGREE	8 ALONE	8 ALONG	8 ALREADY
8 AIF	8 APPEARS	8 APPROVED	8 AREAS
8 ARRANGED	8 ASCENDING	8 ASSEMBLY	8 ASSIGNED
8 BEING	8 CHANGED	8 CHECKLIST	8 CLASSES
8 F	8 IN-TURN	8 INDICATES	8 INSTALLATION
8 INSUFFICIENT	8 INSURED/REGISTERED	8 INTERNAL	8 ON-THE-JOB

FREQUENCY/WORD	FREQUENCY/WORD	FREQUENCY/WORD	FREQUENCY/WORD
PHOTOSTATS	PREPRINTED	PREVIOUSLY	PRINTING
PROVIDE	R	SLIPS	STANDARDS
STAPLED	STATEMENT	STOLEN	TRANSMIT
WRITING	WRITTEN	LISA	TO
ABSENT	ALLOW	APPLIES	CLERKIS
ERROR	INK	NWA	PROCESS
STATUS	TRANSFERRED	COST	DATE
[illegible]	POUCH/SACK	RESTRICTED	FM
/	CANCEL	DA	DOMESTIC
GIVE	MAINTAIN	PREPARED	SIGN
AT	ACCEPT	ACCEPTABLE	ACROSS
AGREES	ALPHABETICAL	ALWAYS	AMOUNTS
ANNOTATED	APPEAR	APPROVAL	AR 105-31
ASKS	CHARGE	CHANGED	CLEAR
CLEARLY	ELECTRICALLY	ENDS	ENTIRE
F	GOT	GRADE	H
IMPORTANT	IMPRINTED	INDEXES	INNER
INSTRUCTION	INTERSECTION	INVESTIGATION	OBTAINED
ORDERS CONDITIONS	PLUS	PREPARATION	PRESENTED
PREVENT	PROCEDURE	PROTECTIVE	SCHEMES
SHORT	SLOT	SPECIFICALLY	ST
STAPLING	STARTING	STOPE	STRAIGHT
STYLE	TH	THROUGHOUT	TRANSIT
UNATTENDED	UNLOCKED	CUPIES	HOLD
RETURNED	SEND	THE	DETERMINE
PROPERLY	ABSENCE	INSTRUCTIONS	ONCE
PROMPTLY	PROTECT	SSN	TRANSIENT
UNITED	CAMPS	BASED	BEFORE
BEGINNING	CUSTOMERS	DISPOSE	DOMESTIC
DUPLICATE	FILL	FIRST	GIVE
GIVEN	HANDLE	PREVIOUS	PROPERLY
SALES	STAMP	STATEMENT	SUBMIT
TEC	FOR	NOTE	PERFORMANCE
REFERENCES	11	14	9
	COMPLETE	FILE	FURNISH
RECEIPT	REQUISITIONS	SECURE	TURN
[illegible]	[illegible]	[illegible]	$300
=	ABBREVIATE	ABBREVIATION	ACCOMMODATE
ACTIVITIES	AFFECTED	AFFIXING	ANNOTATION
ANNUALLY	AMX	APO-DESTINED	APPROPRIATELY
ASK	AWARDS	BLACK	CHEAPEST
CHAPTER	DTG-RELEASER	ESTABLISHMENT	ESTIMATE
FLAP	FLAT	GRADES	GREATER
GROSS	GAPM	IDEALLY	IMPRINTERS
INDIVIDUALS	INDORSEE	INFO	INFORM
INITIATE	INSPECTIONS 3	INSTRUCT	INTERMEDIATE
INTERSECTING	INTRACOMMAND	ISSUES	ITSELF
KNOWLEDGE	NOILAH	OBTAINING	OCCASIONALLY
OCEAN	OLDER	OPERATIONS	OPTION
ORIGINATE	ORIGINATING	OSPS	OTHERWISE

FREQUENCY/WORD		FREQUENCY/WORD		FREQUENCY/WORD		FREQUENCY/WORD	
* PHOTOSTAT	4	PLAIN	4	PRECEDE	4	PRESS	
* PRINT	4	PROBLEM	4	PROHIBITIONS	4	PROTECTED	
* PROVISIONS 16	4	RMD	4	SFO-SEA	4	SHIPPED	
* SLIDE	4	SNL	4	SPECIFIC TYPES	4	STAMPED	
* STATEMENTS	4	STEP 12	4	STICKER	4	STOCKROOM	
* STORED	4	STORING	4	THE FORM	4	THEFT	
* TRAL/TU	4	TRAVEL	4	TS	4	UNAUTHORIZED	
* UNCLAS	4	UNDERSTANDINGS	4	UNIT/SECTION	4	UP-TO-DATE	
* USPS PUB	4	WHICHEVER	4	Z	3	CAMP/4476/DTD	
= RECEIVED	3	REMOVE	3	KEEP	3	PS	
* ACCOMPANIED	3	ADVISE	3	DRA	3	INCLOSED	
* INSPECTORS	3	INSTRUCTIONS	3	OBVIOUS	3	PLATES	
* SP	3	SHOWING	3	UNITS/ACTIVITIES	3	UNKNOWN	
* WRAPPER	2	B	2	CAMP-4476-DTD	2	HAZEL	
* JEANIE	2	JN41652	2	M B	2	P BPERSON	
* 36956	2	36747	2	41454	2	B YBR	
* BASIC	2	BEHIND	2	BRANCH	2	C UBOMPLETE	
* CANCELLATION	2	CASE	2	CATALOG	2	CERTIFIED	
* CLAIM	2	COLLECT	2	COM BPLETE	2	COMPARE	
* COMPLET	2	CONTAINER	2	COORDINATE	2	COUNT	
* DA	2	DAMAGE	2	DELIVER	2	DISPOSED	
* DIVISION	2	DOD	2	FAILURE	2	FEE	
* FOLD	2	FOLLOW	2	GIVES B	2	HAND-CANCELING	
* LABEL	2	LEAVE	2	LINE	2	LIST% CB	
* LOSS	2	MAIL	2	MAILERS	2	MAINTAIN	
* MARY	2	NAME	2	NAMES	2	NATURE	
* NO	2	NONPAYABLE	2	NOTE	2	PAID	
* PAYABLE	2	PAYEE	2	PAYMENT	2	PHOTOSTATS	
* POSSIBLE	2	POSTAGE	2	POSTMARK	2	PROCEDURES	
* PURCHASER	2	REGISTERED	2	REGISTRATION	2	REMEMBER	
* REPAIRED	2	REPORT	2	REQUIRE	2	RESTR	
* RETAINED	2	ROOM	2	ROUTE	2	SEARCH	
* SECTION	2	SEE	2	SENDER	2	SEPARATE	
* SUPT	2	SORTING	2	SPACE	2	TAKE	
* THIRD	2	TIE	2	TIPS	2	TIME	
* TRANSFER	2	TRANSMIT	2	WHENEVER	2	WHILE	
* WRITE	2	BASI XB 1	2	BEGINNING	2	BRANCH	
* CHECK	2	COLLECT	2	COPY	2	FIXED	
FORWARD	2	LEASE	2	LINE	2	MAKE	
* MUCH	2	NOARDS	2	NUMBER	2	NVELOPES	
* PACKAGE/DOCUMENT	2	REFER	2	SECTION	2	SORTING	
* 12	2	13	2	20	2	21	
* 3	2	380-5	2	41240	2	6	
* C VBULLECT	2	CONTROL	2	COUNT	2	DIVIDE	
* DOCUMENT	2	DOD	2	DURING	2	FROM	
* FULLY	2	HI VBAVE	2	HELP	2	LETTER	
* LIMITED	2	MARKED	2	PACKAGE	2	PERSONALLY	
* PLACED	2	POST	2	PRINT	2	PRINTED	
* PROTECTED	2	PS	2	REPORT	2	REQUEST	
* REQUIRE	2	REQUIRING	2	RETAIN	2	REVIEW	

FREQUENCY/WORD	FREQUENCY/WORD	FREQUENCY/WORD	FREQUENCY/WORD
2 ADULTF	2 SAFEGUARD	2 SELECT	2 SF
2 SMALL	2 SORT	2 STAMP	2 STANDARD
2 SUBMIT	2 <6	2 <6 &<6	2 <6 #<6
1 <6	2 <6 B 1	2 <6	2 <6 MB 1
2 <6 UB 1	2 <6 VB 1	2 <6 98 1	2 <6 ' 0 C
2 <6	2 <6 ' 0 0 & =6	2 <6 ' 0 0	2 $10
2 $100	2 $120	2 $2	2 $20
2 $200	2 $5	2 $500	2 =6 F=6 G=6 H=6 +
2 ABSENCES	2 AC CB 1	2 AC + CBCOUNTABLE	2 ACC
2 ACCI	2 ACCE	2 ACCE XBSS	2 ACCEPTANCE
2 ACCEPTE BD	2 ACCEPTS	2 ACCES XBS	2 ACCIDENT
2 ACCOMPDATES	2 ACCOMPLISHED	2 ACCORDANCE	2 ACCOUNTA XBBLE
2 ACCOUNTAI CBBLE	2 ACCOUNTABILITY	2 ACCOUNTS	2 ACCURATELY
2 ACKNOWLEDGED	2 ACKNOWLEDGES	2 ACRONYM	2 ACTIVITY 3
2 AD ADDITIONAL	2 AD FBDRESS	2 AD- DRESSEE	2 ADDITION B
2 ADDRESS LABEL	2 ADDRESS CBEE	2 ADDRESS FB	2 ADDRESSEE BBS
2 ADJACENT	2 ADJACENT	2 ADMIN= BISTRATION	2 ADMINISTRATION
2 ADMINISTRATOR	2 AF YBTER	2 AF YB 1	2 AG
2 AGA YBINST	2 AGAIN	2 AGENTS	2 AGREEMENT
2 AGREEMENTS	2 ALERT	2 ALL= PURPOSE	2 ALLEGED
2 ALLO b	2 ALLOWED	2 ALLPURPOSE	2 ALTERATIONS
2 ALTERED	2 AMEND	2 AMO BUNTS	2 AMOUN BT
2 AN BD	2 AN 9BD	2 AN HBD	2 ANI BD
2 AND AR	2 AND CB	2 ANU CB 1	2 AND/OR BLANK
2 ANNOY YBATED	2 ANNOUNCE	2 ANY= B	2 ANI VB
2 APC	2 APO B	2 APPLICATION	2 APPLIED
2 APPRAISALS	2 APPRECIATE	2 APPROPR FBIATE	2 APPROPR 9BIATE
2 APPROPR BIATE	2 APPROPRI BATE	2 APPROPROATE	2 APPRORIATE
2 APU	2 AR XBE	2 AR VBE	2 ARK B
2 ARISES	2 ARMIMUM	2 ARRIVAL	2 ARRIVE
2 ARRIVING	2 AR 105-32	2 AR 310-50	2 AR 380-5
2 AR CB-1	2 ART= BICLE	2 ARTI VBCLE	2 ARTIC+ BLE
2 ARTICLE B	2 ARTICLE B	2 ARTICLES B	2 AS
2 AS FB	2 ASPECTS	2 ASSI	2 ASSIGN
2 ASSIGN/ VBED	2 ASSIGNMENT	2 ASSURE	2 AT BRE
2 AT DB	2 AT DB	2 ATION	2 ATTENTI IBCN
2 ATTENTION	2 ATTORNEY	2 A3 VBRTICLE	2 A7 BND
2 BA P 1	2 BB	2 BHARGED	2 BHE
2 BAED	2 BL 9BOCK	2 BLCTTED	2 BLUE
1 b	2 BNEL	2 BNEY	2 BRANCHES
1 BRCHASED	2 BRESSION	2 BRESULTS	2 BRIEFLY
2 BS	2 BT	2 BTMP	2 BTIFY
2 BTIONS	2 BTROL	2 B2 BY	2 B3
2 CCOUNTABLE	2 CG BLAIM	2 CHA IBNGE	2 CHANGE TO
2 CHARGING	2 CHANNELS	2 CHAPLAIN	2 CHARACTER
2 CHARACTERS	2 CHARGES	2 CHEAP BEST	2 CHEAPER
2 CHECKMARK	2 CHILE	2 CL	2 CL> BAIM
2 CLA BSS	2 CLAIMA BNT	2 CLAIMANTS	2 CLAIMED
2 CLAIMS 2	2 CLASS> B	2 CLASI BS	2 CLIPS
2 C	2 CREDENTIALS	2 CROSS	2 DC

WORD FREQUENCY DISTRIBUTION

FREQUENCY	WORD
2	D-AAER
2	D/ RELIVERY
2	EFTLFOUC
2	ELSEWHERE
2	E XBM
2	GBS
2	FRANCHITS
2	FREELY
2	GRADES
2	GRID
2	IDE VBS
2	IDP
2	I PRESSIONS
2	IS PBTO
2	INCIDENTS
2	INDUSTRY
2	INDUSSER
2	INFORMATION 3
2	INSERT
2	INSPECTIONS
2	INSTRUCTIONS OF
2	INSURANCE/REGISTRATION
2	INTENDED
2	INTERNALLY
2	INTRINSIC
2	INVESTIGATIONS
2	IS X8
2	KMBER
2	MR
2	O
2	OCCURRENCE
2	OF YOF
2	OFFICERS
2	OFT FBEN
2	ON S
2	ONLY EB
2	OPENED--
2	OPLAT
2	ORD
2	ORDERING
2	ORGANIZATION EB
2	ORIGINALS
2	OSP
2	OVS
2	PHONE
2	PRACTICE
2	PRECLUDES
2	PREPAR PBE
2	PRICE
2	PRUCES BSED
2	PS
2	ECONOMICAL
2	ELECTRIC
2	ENCLOSED
2	ENVELOP AES
2	ESTABLISHED--CONUS
2	FRANCS REFER
2	FREQUENTLY
2	GREATEST
2	GROUP
2	IDENT 3BIFICATION
2	IMPORTANCE
2	IMPRO- PERLY
2	IN 9B
2	INCL UBOSURE
2	INDIVIDUAL/FIRM
2	INF
2	INFORMED
2	INSID UBE
2	INSPECTOR
2	INSTRUCTIONS SITION
2	INSURANCE/REGISTRY
2	INTENTIONALLY
2	INTERNAT BIONAL
2	INTRODUCTION
2	IRREGULA S YBRITIES
2	I4 VBN
2	KNOWS
2	MTHE
2	OBJECTIVE
2	OCCURRING
2	OF CB
2	OFFICERS
2	OFTEN
2	ONS B
2	OPAQUE
2	OPERATION
2	OR AR
2	ORD 6
2	ORDERLY
2	ORGANIZATIONAL
2	ORIGINATES
2	OTH
2	O4 BPERATIONAL
2	PHOTO
2	PRE TBSCRIBED
2	PREFERABLY
2	PREPARED TO
2	PRINTS
2	PRODUCE
2	DROP
2	EF 3 0
2	ELECTRICAL
2	ENCOURAGED
2	ENVIRONMENT
2	FLAPS
2	FRANCS
2	FROI XBM
2	GREEN
2	GROUPS
2	IDENTICAL
2	IMPOSED
2	IN AR
2	IN BOORSE
2	INCREASED
2	INDOCTRINATE
2	INFANTRY
2	INGU BIRIES
2	INSIDE/OUTSIDE
2	INSTALLATIONS
2	INSTRUCTIONS 3
2	INSURED MAIL
2	INTERCOMMAND
2	INTERNATIONAL-DESTINED
2	INVALID
2	IRREGULARITIES
2	J
2	MC BPHERSON
2	NMPM REFERENCE
2	OBJECTIVES
2	OF YB
2	OF= VB
2	OFFICES
2	OMIT
2	ONES
2	OPAQUE 9B
2	OPERATIONAL
2	OR BOER
2	ORDER-RELATED
2	ORDERS
2	ORGANIZATIONS
2	ORIGINATORS
2	OTH BER
2	PC BARAGRAPH
2	PHOTOCOPY
2	PREC 8BEDE
2	PREMIUM
2	PREPARES
2	PRIVATELY
2	PROHIBIT VBIDNS
2	OTD "
2	EFTO
2	ELSE
2	ENOU HBGH
2	ERASED
2	FPO
2	FRD BOM
2	FROM E HB
2	GREENWICH
2	GWPM
2	IMP B VBROPERLY
2	IMPRESSION OF
2	IN GBCLUDE
2	INCIDENT
2	INCURRED
2	INDORS VBEMENT
2	INFO IBRMATICN
2	INQUIRER
2	INSPECTION
2	INSTRUCTED
2	INSTRUCTOR
2	INSURING
2	INTERIM
2	INTRA-OFFICE
2	INVENTORIES
2	IS B
2	JN
2	MD
2	NMPM
2	OCCUR
2	OF 1B
2	OFFICE/REFERENCE
2	OFT FBTACT
2	ON
2	ONL 8BY
2	OPENED
2	OPERATOR'S
2	ORANGE
2	ORDERED
2	ORDERS 2
2	ORIGINALLYK E
2	ORIGIS BNAL
2	OTHO BER
2	PHILATELIC
2	PLAG VBCE
2	PRECEDENCE
2	PREOPERATIONAL
2	PRESENTING
2	PROCED AURES
2	PROHIBIT

FREQUENCY/WORD	FREQUENCY/WORD	FREQUENCY/WORD	FREQUENCY/WORD
P[illegible]TIC	2 PROMPT	2 PROOF	2 PROP BERLY
P[illegible] AECTIVE	2 PRUT A 1	2 PROV BIDE	2 PROV* VBICE
PROVIDES	2 PROVIDING	2 PROVISIONS 3	2 PROVISIONS
PS YB	2 RTHAT	2 SCF	2 SCHEDULED
S[illegible] BUWN	2 SHORTAGE	2 SHOLS	2 SPA T GBCE
SPACED	2 SPECIFIE BD	2 SPECIFIE B 1	2 SPECIFY
SPECIFYING	2 SPOIL	2 ST VBAMPS	2 STAMP B
STANDARLIZE	2 STAPLERS	2 STA-PUBS	2 STATE- MENT
STATED	2 STAYS	2 STEADY	2 STEP 11
STEPS BTHE	2 STEPS B	2 STILL	2 STOCK CONDITICNS
TC BD	2 TDA	2 TH B 1	2 TH HBAT
T[illegible] BE	2 TH VBE	2 TH BE	2 TH
TH VBE	2 TH FBE	2 TH YBE	2 TH W HBE
T[illegible] BE	2 TH AE	2 TH BE	2 TH BE
TH FB 1	2 TH BE	2 TH VBICKNESS	2 THI FBE
T[illegible] BE	2 TH% VB 1	2 TH' BE	2 THA AN
T[illegible] YoT	2 THA BN	2 THE XB	2 THE YB
THE	2 THE TOP	2 THE 4B	2 THE
THE YB	2 THEI 3B	2 THE% B	2 THE# B
T[illegible] B	2 THEREON	2 THE3 B	2 THFOLLOWS
THICK	2 THINK	2 THOROUGHLY	2 THOUGH
TH[illegible] HBOUGH	2 THREE-PART	2 THRO	2 TH9 BE
T[illegible] ACTION	2 TRAINING	2 TRA S- MISSIONS	2 TRANSACTION
TRANSACTIONS	2 TRANSMISSION	2 TRA SMITTED 9B	2 TRANSMITTING
T[illegible] BTATION	2 TRANSPORT B 1	2 TRA SPORTAT VBION	2 TREAT
TY	2 TSCO	2 TW GBO	2 TWINE
T[illegible] BNE	2 U	2 UH XBIT	2 UNAUTHORIZED A
U[illegible] AVOIDABLE	2 UNBOUND	2 UNBROKEN	2 UNCLAIMED
U[illegible] HP 1	2 UNFI HBAMILIAR	2 UNFAMILIAR	2 UNIDENTIFIED
UNII	2 UNIT/ACTIVITY	2 UNLOCK	2 UNLOCKE AC
U[illegible]HONBERED	2 UP BON	2 UPP	2 URGENCY
US X6L	2 US TBE	2 USI UBPS	2 US* BPS
USERS	2 USES	2 USUALLY	2 WHE T BG
WE BN	2 WHEN	2 WHEI	2 WHENEVER
WHENF B	2 WHI DBTE	2 WHDR	2 WHY
WRAPPED/PACKED	2 WRAPPERS	2 WRAPPING	2 WRAPPINGS
W[illegible]ITER/RELEASER	2 Y2 BITH	2 X	2 Y
CARP/UTD/4476	1 JOB	1 11	1 CORRESPONDENCE
DELIVERED	1 DESTROY	1 DISPATCHED	1 KEEP
SCREEN	1 SEAL	1 DC	1 SEND
	1 BACKSTAMP	1 WHEN	1 <6 B 1
ACCOUN BTABILITY	1 ACCOUNTABLE B	1 ACCOUNTING	1 ACCURACY
ADDR BESS	1 ADDRESSE BD	1 ADDRESSEES	1 APO
A-TIC BLES	1 AWAITING	1 CHARTs BER	1 INCIDENTAL
I CIDENTS CONDITIONS	1 INCOMING BG	1 INDICATION	1 INFO BRMATICN
INSTRUCTIONS	1 OF BFICIAL	1 OF B	1 OFFENSES
OFFICERS/POSTAL	1 OFFICIA 6L	1 OR% B	1 ORIGINALLY
PLACED B 1	1 PLACED B	1 PROCESSED THROUGH	1 SCHEME
SHIT	1 STOCKADES	1 TRA SFERR BED	1 TRANSFERS

APPENDIX 8

ENGLISH LANGUAGE STRUCTURES AND LEXICON

The following list is included as an addition to the structural and lexical list. These structures and lexical items are very basic.
(See Section II for discussion.)

LIST OF LEXICAL AND STRUCTURAL ITEMS FOR ENGLISH LANGUAGE STRUCTURES

Sentences:

A. Declarative	statement
B. Interrogative	question
	1. wh- questions
	2. tag questions
	3. yes/no questions
C. Imperative	command, polite request
D. Exclamatory	exclamation

Sentence Complexity:

A. Simple	one full subject and predicate
B. Compound	two or more independent clauses joined by:
	1. punctuation
	2. punctuation and conjunctive adverb
	3. coordinate conjunction
C. Complex	one or more dependent clauses and an independent clause
D. Compound-Complex	two or more independent clauses and one or more dependent clauses

Verbs:

A. Concord	subject-verb agreement
B. Transitive	takes an object
C. Intransitive	doesn't take an object
D. Copula	to be
E. Linking	connectors
F. Auxiliaries of tense	will, do, did
G. Auxiliaries of modality	should, ought to, must to, have to, have got to, able to, can, may, might, could, would
H. Tense	present, past
I. Aspect	perfect, progressive

Verbal Forms:

A. Present Participle	active voice
B. Past Participle	passive voice

Voice:

A. Active	subject does action
B. Passive	subject does not do action
1. agent expressed	
2. agent not expressed	

Prepositions:

A.	Simple	
	1. place	on, in
	2. time	in, at, on
	3. direction/motion	to
	4. manner/agent/ instrument	by, with
	5. measurement/ number amount	of
B.	Compound:	according to, because of, by means
Vocabulary:		words from 1100 through 2400 - Elementary and Intermediate Phase of General English materials
Special Expressions/Idioms		"knock it off" "can it, buddy"
Verb Combinations		two word verbs